



*Honoring the past, cultivating the present, empowering the future*

**AGENDA**

**Regular Meeting**

Board of Library Trustees – Altadena Library District

Community Room – Main Library

**August 22, 2016 – 5:00 p.m.**

**PUBLIC REQUESTS FOR DOCUMENTS:** The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to Administration who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

1. **CALL TO ORDER**

2. **ROLL CALL:**

Meredith McKenzie, President  
David Tuck  
Gwendolyn McMullins  
Adalila Zelada-Garcia, Secretary  
John McDonald

3. **ADOPTION OF AGENDA**

Opportunity for Board members to delete items, re-order items, continue items or make additions to the agenda pursuant to Government Code Section 54954.2(b).

**Recommended Action:** The Board of Library Trustees hereby adopts the Agenda as presented.

4. **PUBLIC COMMUNICATION**

Citizens may address the Board regarding any item of Library business on or not on the agenda. Citizen comments are limited to 3 minutes per item. At the discretion of the President, citizens may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. If speaking before the Board, please give your name and address, and state the agenda item and/or issue you wish to address.

5. **PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS**

**HIRES/PROMOTIONS:**

None

6. **FINANCIAL REPORTS**

- a) Financial reports for the month of June 2016  
**(DISCUSSION/POSSIBLE ACTION)**

**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.

7. **CONSENT CALENDAR**

The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of the Consent agenda under "Items removed from the Consent Calendar". The entire remaining Consent Calendar is then voted upon by roll call under one motion.

**Recommended Action:** The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

- a) Approval of minutes – Regular meeting held July 25, 2016
- b) Statistical Reports – July 2016
- c) Departmental Monthly Report – July 2016

8. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**  
Items removed from the Consent Calendar will be discussed individually at this time.
9. **DIRECTOR'S REPORT**
  - a) Facilities
  - b) Human Resources Outsourcing Update (Progress)
  - c) Libraries Transforming Communities/Harwood
11. **OLD BUSINESS**
  - a) Review and discussion of District Earthquake/DIC (Difference in Conditions) Policy Options for FY 2016/17 **(DISCUSSION / POSSIBLE ACTION) – as of 8/19/2016 we are still awaiting final bids from vendors. Staff Report will be provided at the Board Meeting.**
  - b) Review of Progress on Operating Plan FY 2016/17 **(DISCUSSION / INFORMATION)**
12. **NEW BUSINESS**
  - a) Presentation by Cassandra Stearns – Overview of Summer Reading 2016 **(Information)**
  - b) Presentation by Christopher Kellermeyer - Update on new technology in the community room **(Information)**
  - c) Above and Beyond Awards for 2<sup>nd</sup> Quarter **(Information)**
  - d) Board of Library Trustees Calendar and Cut-Off Times for Agenda/Board Package, Additions/Deletions **(Information/Action)**
  - e) Resignation, discussion & appointment of board member **(Information)**
13. **ELECTION OF OFFICERS BY BALLOT (DISCUSSION / ACTION)**
14. **CORRESPONDENCE & PRESS**
  - a) Press Clippings **(INFORMATION)**
  - b) Letter of Resignation – Meredith McKenzie **(INFORMATION)**
15. **REPORTS OF SUPPORT GROUPS**
  - a) Altadena Library Foundation
  - b) Friends of the Altadena Library
16. **REPORTS OF TRUSTEES**
17. **AGENDA ITEMS FOR FUTURE AGENDAS**  
This is an opportunity for Board members to request that items be placed on future agendas.
18. **ADJOURNMENT**  
**Recommended Action:** There being no further business to come before the Board, the meeting is adjourned.



LIBRARY BOARD OF TRUSTEES  
STAFF REPORT

DEPARTMENT: Finance

MEETING DATE: August 22, 2016

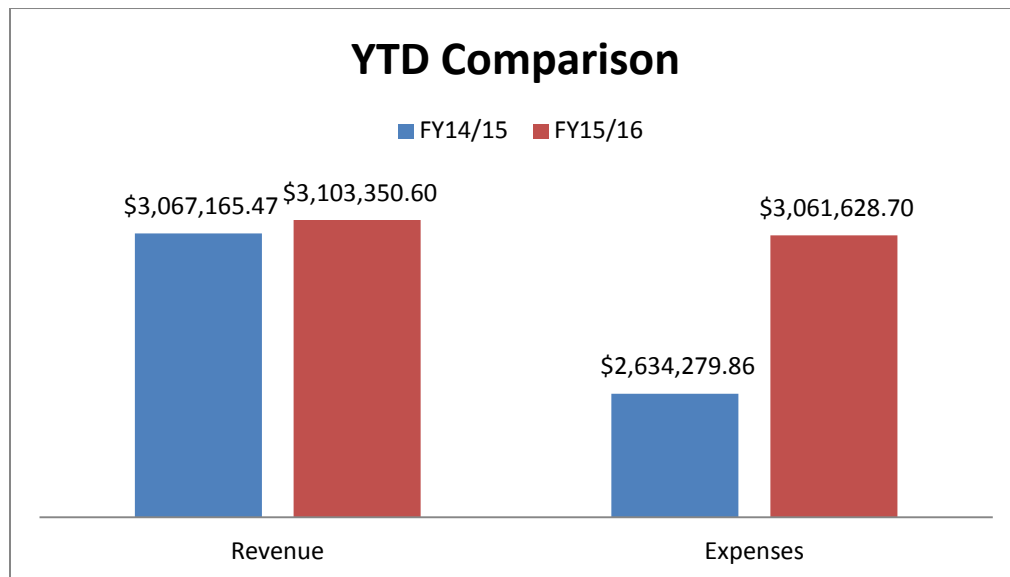
PREPARED BY: Tina Wallin

LOCATION: Community Room

TITLE: Summary Report of Financial Statements for June 2016

**FINANCIAL HIGHLIGHTS FOR MAY, 2016:**

- The 2015-16 Fiscal Year is complete.
- The attached Financial statements are unaudited Fiscal Year End reports. Annual accounting adjustments will be completed between now and November when the Audited Financials are presented by Pun Group.
- The District is waiting on the 13<sup>th</sup> Period/Year End reports from the Los Angeles County Auditor-Controller. These reports will have final adjustments for FY2015-16.
- Donations and Grants have been updated to reflect the \$25,000 Water Conservation Garden Grant.
- The Health Insurance expenses were less than the adopted budget due to a change in the retiree figures from CalPERS and a decrease in employee coverage.



# Altadena Library District Balance Sheet As of June 30, 2016

	<u>Jun 30, 16</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Cash &amp; Cash Equivalents</b>	
1010.00 · Cash in County Treasury	
1010.10 · Trustee Election Reserve	122,122.95
1010.20 · Asset Replacement Reserve	143,939.00
1010.00 · Cash in County Treasury - Other	<u>2,271,628.65</u>
Total 1010.00 · Cash in County Treasury	2,537,690.60
1021 · Cash in Checking Chase Gen Fund	163,241.11
1026 · Cash in Savings PF - Chase Bank	3,704.49
1041 · Cash in Savings - Chase Bank	30,122.10
1045 · Cash HUD Fund - Chase Bank	2.04
1075 · SCLC Deposit Account	1,160.00
1080 · Petty Cash	<u>777.00</u>
Total Cash & Cash Equivalents	<u>2,736,697.34</u>
Total Checking/Savings	2,736,697.34
<b>Other Current Assets</b>	
1220 · Miscellaneous Receivable	25,000.00
1400 · Property Taxes Receivable	-36,918.87
1076 · Prepaid Items & Deposits	<u>1,105.74</u>
Total Other Current Assets	<u>-10,813.13</u>
Total Current Assets	2,725,884.21
<b>Fixed Assets</b>	
<b>Non-Depreciable Assets</b>	
1500 · Land	77,280.28
1510 · Artwork	<u>102,500.00</u>
Total Non-Depreciable Assets	179,780.28
<b>Depreciable Assets</b>	
1550 · Structures & Improvements	1,180,735.18
1700 · Furniture, Fixtures & Equipment	683,740.71
1800 · Accum Depr (S & I)	-1,002,725.14
1900 · Accum Depr (FF & E)	<u>-612,732.21</u>
Total Depreciable Assets	<u>249,018.54</u>
Total Fixed Assets	428,798.82
<b>TOTAL ASSETS</b>	<u><u>3,154,683.03</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	<u>32,804.48</u>

	<b>Jun 30, 16</b>
<b>Total Accounts Payable</b>	<b>32,804.48</b>
<b>Other Current Liabilities</b>	
2012 · Accrued Vacation Payable	66,564.65
2064 · Deferred Compensation - CalPERS	-85.78
<b>Total Other Current Liabilities</b>	<b>66,478.87</b>
<b>Total Current Liabilities</b>	<b>99,283.35</b>
<b>Long Term Liabilities</b>	
2030 · GASB 45 OPEB Liability	189,067.52
<b>Total Long Term Liabilities</b>	<b>189,067.52</b>
<b>Total Liabilities</b>	<b>288,350.87</b>
<b>Equity</b>	
3300 · Retained Earnings	2,824,610.26
Net Income	41,721.90
<b>Total Equity</b>	<b>2,866,332.16</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,154,683.03</b>

Altadena Library District  
Profit & Loss, Budget vs. Actual  
July 2015 through June 2016

	Jun 16	Jun 15	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
PROPERTY TAXES	30,895.96	89,393.25	2,853,304.92	2,893,665.00	(40,360.08)	99%
INTEREST INCOME	2,203.97	6,709.73	7,764.86	7,000.00	764.86	111%
FINES & FEES	12,152.39	11,755.28	115,419.14	101,916.00	13,503.14	113%
DONATIONS AND GRANTS	25,095.00	3,000.00	121,055.00	99,175.00	21,880.00	122%
MISCELLANEOUS INCOME	337.58	398.05	5,806.68	141,000.00	(135,193.32)	4%
<b>Total Income</b>	<b>70,684.90</b>	<b>111,256.31</b>	<b>3,103,350.60</b>	<b>3,242,756.00</b>	<b>(139,405.40)</b>	<b>96%</b>
<b>Gross Profit</b>	<b>70,684.90</b>	<b>111,256.31</b>	<b>3,103,350.60</b>	<b>3,242,756.00</b>	<b>(139,405.40)</b>	<b>96%</b>
<b>Expense</b>						
SALARIES, WAGES & BENEFITS	200,144.43	149,310.33	2,102,371.94	2,218,566.00	(116,194.06)	95%
LIBRARY MATERIALS	30,216.78	56,967.31	262,604.20	333,411.00	(70,806.80)	79%
PROGRAMS	10,204.09	2,676.76	70,017.39	72,000.00	(1,982.61)	97%
OPERATING EXPENSES	46,345.02	12,412.90	298,848.19	278,324.00	20,524.19	107%
PROFESSIONAL & TECHNICAL	25,869.61	9,715.15	161,866.42	134,619.00	27,247.42	120%
FACILITIES, GROUNDS & MAINTENAN	7,985.52	975.04	82,201.07	48,704.00	33,497.07	169%
CAPITAL	4,473.13	(44,726.94)	50,981.80	131,000.00	(80,018.20)	39%
MISCELLANEOUS EXPENSE	277.50	18,692.66	32,737.69	26,132.00	6,605.69	125%
<b>Total Expense</b>	<b>325,516.08</b>	<b>206,023.21</b>	<b>3,061,628.70</b>	<b>3,242,756.00</b>	<b>(181,127.30)</b>	<b>94%</b>
<b>Net Ordinary Income</b>	<b>(254,831.18)</b>	<b>(94,766.90)</b>	<b>41,721.90</b>	<b>0.00</b>	<b>41,721.90</b>	<b>100%</b>
<b>Net Income</b>	<b>(254,831.18)</b>	<b>(94,766.90)</b>	<b>41,721.90</b>	<b>0.00</b>	<b>41,721.90</b>	<b>100%</b>

Altadena Library District  
Detailed Profit & Loss, Budget vs. Actual  
July 2015 through June 2016

	Jun 16	Jun 15	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>PROPERTY TAXES</b>						
4010 - Current Secured	2,528.08	29,637.42	1,924,111.31	1,968,654.00	(44,542.69)	98%
4020 - Current Unsecured	0.00	12,974.47	60,975.74	70,000.00	(9,024.26)	87%
4030 - Prior Year	0.00	(11,238.81)	17,095.18	10,000.00	7,095.18	171%
4050 - Homeowners Exemption	2,116.74	2,153.33	14,111.58	7,500.00	6,611.58	188%
4060 - Per Parcel Benefit Assessment	0.00	16,708.62	734,663.66	762,617.00	(27,953.34)	96%
4070 - SB 813 Supplemental Roll	5,623.38	15,408.78	52,915.54	28,000.00	24,915.54	189%
4080 - Penalties, Interest & Costs	0.00	2,821.02	12,971.71	15,000.00	(2,028.29)	86%
4090 - RDA ABx126 Income	20,627.76	20,928.42	36,460.20	31,894.00	4,566.20	114%
<b>Total PROPERTY TAXES</b>	<b>30,895.96</b>	<b>89,393.25</b>	<b>2,853,304.92</b>	<b>2,893,665.00</b>	<b>(40,360.08)</b>	<b>99%</b>
<b>INTEREST INCOME</b>						
4210 - Chase Bank	2.22	0.70	15.19	50.00	(34.81)	30%
4220 - County Deposits	2,201.75	6,709.03	7,749.67	6,950.00	799.67	112%
<b>Total INTEREST INCOME</b>	<b>2,203.97</b>	<b>6,709.73</b>	<b>7,764.86</b>	<b>7,000.00</b>	<b>764.86</b>	<b>111%</b>
<b>FINES &amp; FEES</b>						
4305 - Fines	2,816.89	2,916.23	31,131.62	33,000.00	(1,868.38)	94%
4310 - Printer & Copy Machine	764.50	655.05	6,695.52	8,500.00	(1,804.48)	79%
4330 - Video Game Rentals	0.00	86.00	416.00	416.00	0.00	100%
4340 - Passport Services Fees	8,571.00	8,098.00	77,176.00	60,000.00	17,176.00	129%
<b>Total FINES &amp; FEES</b>	<b>12,152.39</b>	<b>11,755.28</b>	<b>115,419.14</b>	<b>101,916.00</b>	<b>13,503.14</b>	<b>113%</b>
<b>DONATIONS AND GRANTS</b>						
4710 - Friends of the Library	0.00	0.00	40,000.00	40,000.00	0.00	100%
4730 - Undesignated	95.00	0.00	380.00	500.00	(120.00)	76%
4735 - Designated	25,000.00	3,000.00	28,510.00	3,510.00	25,000.00	812%
4740 - CA Library Literacy Services	0.00	0.00	25,165.00	25,165.00	0.00	100%
4750 - Cal State Library	0.00	0.00	27,000.00	30,000.00	(3,000.00)	90%
<b>Total DONATIONS AND GRANTS</b>	<b>25,095.00</b>	<b>3,000.00</b>	<b>121,055.00</b>	<b>99,175.00</b>	<b>21,880.00</b>	<b>122%</b>
<b>MISCELLANEOUS INCOME</b>						
4910 - Miscellaneous Income	337.58	398.05	5,806.68	10,000.00	(4,193.32)	58%
4940 - Transfer in from Reserves	0.00	0.00	0.00	131,000.00	(131,000.00)	0%
<b>Total MISCELLANEOUS INCOME</b>	<b>337.58</b>	<b>398.05</b>	<b>5,806.68</b>	<b>141,000.00</b>	<b>(135,193.32)</b>	<b>4%</b>
<b>Total Income</b>	<b>70,684.90</b>	<b>111,256.31</b>	<b>3,103,350.60</b>	<b>3,242,756.00</b>	<b>(139,405.40)</b>	<b>96%</b>
<b>Gross Profit</b>	<b>70,684.90</b>	<b>111,256.31</b>	<b>3,103,350.60</b>	<b>3,242,756.00</b>	<b>(139,405.40)</b>	<b>96%</b>
<b>Expense</b>						
<b>SALARIES, WAGES &amp; BENEFITS</b>						
<b>SALARIES &amp; WAGES</b>						
5010 - Salaried	97,655.84	87,482.26	1,203,128.74	1,249,167.00	(46,038.26)	96%
5020 - Hourly	24,647.34	20,045.06	260,645.75	274,881.00	(14,235.25)	95%
<b>Total SALARIES &amp; WAGES</b>	<b>122,303.18</b>	<b>107,527.32</b>	<b>1,463,774.49</b>	<b>1,524,048.00</b>	<b>(60,273.51)</b>	<b>96%</b>
<b>BENEFITS</b>						
5120 - Soc Security & Medicare, Salary	7,306.88	6,564.22	90,437.05	94,720.00	(4,282.95)	95%
5121 - Soc Security & Medicare, Hourly	1,820.91	1,572.58	19,605.18	17,898.00	1,707.18	110%
5210 - PERS Retirement	14,020.45	11,613.85	172,922.83	166,527.00	6,395.83	104%
5220 - Health Insurance	15,232.51	13,834.68	176,996.00	222,000.00	(45,004.00)	80%
5222 - OPEB Contribution	38,100.00	5,319.52	139,700.00	140,000.00	(300.00)	100%
5230 - Dental Insurance	1,202.88	1,052.52	14,133.84	14,435.00	(301.16)	98%
5240 - Vision Insurance	(110.64)	434.30	4,748.95	5,348.00	(599.05)	89%
5250 - SUI, Salaried	0.00	0.00	3,631.26	14,350.00	(10,718.74)	25%
5251 - SUI, Hourly	271.22	169.02	4,020.09	2,711.00	1,309.09	148%
5260 - Life Insurance	(2.96)	140.40	1,615.20	1,642.00	(26.80)	98%
5310 - Workers' Compensation	0.00	1,081.92	10,787.05	14,887.00	(4,099.95)	72%
<b>Total BENEFITS</b>	<b>77,841.25</b>	<b>41,783.01</b>	<b>638,597.45</b>	<b>694,518.00</b>	<b>(55,920.55)</b>	<b>92%</b>

	Jun 16	Jun 15	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Total SALARIES, WAGES &amp; BENEFITS</b>	200,144.43	149,310.33	2,102,371.94	2,218,566.00	(116,194.06)	95%
<b>LIBRARY MATERIALS</b>						
6110 · Cataloging Expenses	1,110.17	1,335.87	18,928.60	19,604.00	(675.40)	97%
6115 · Electronic Databases & Subscrip	2,578.82	0.00	13,535.00	11,000.00	2,535.00	123%
6120 · Books	16,393.63	37,188.99	116,742.45	198,944.00	(82,201.55)	59%
6125 · Audio CD	1,887.11	3,564.91	24,649.99	19,253.00	5,396.99	128%
6130 · DVD's & Videogames	2,983.57	4,000.08	20,223.19	25,110.00	(4,886.81)	81%
6135 · Processing of Materials	4,964.81	10,817.47	42,553.62	31,500.00	11,053.62	135%
6140 · Periodicals	125.50	0.00	12,571.80	13,000.00	(428.20)	97%
6150 · Downloadables	173.17	59.99	13,399.55	15,000.00	(1,600.45)	89%
<b>Total LIBRARY MATERIALS</b>	30,216.78	56,967.31	262,604.20	333,411.00	(70,806.80)	79%
<b>PROGRAMS</b>						
6200 · Youth Services	2,836.56	457.07	10,832.22	8,000.00	2,832.22	135%
6210 · Teen Services	4,156.85	358.14	31,562.21	33,000.00	(1,437.79)	96%
6220 · Adult Services	2,026.48	1,737.70	20,851.49	25,000.00	(4,148.51)	83%
6230 · Bob Lucas Branch Services	381.51	(22.57)	1,480.74	1,500.00	(19.26)	99%
6240 · Literacy Services	802.69	146.42	5,290.73	4,500.00	790.73	118%
<b>Total PROGRAMS</b>	10,204.09	2,676.76	70,017.39	72,000.00	(1,982.61)	97%
<b>OPERATING EXPENSES</b>						
6430 · Insurance-Gen, Prop, Liab, Eq	0.00	0.00	29,381.49	31,000.00	(1,618.51)	95%
6620 · Membership Dues & Subscriptions	1,382.32	0.00	15,052.16	15,000.00	52.16	100%
6625 · Training & Education	0.00	0.00	5,238.00	8,000.00	(2,762.00)	65%
6626 · Recruitment, Gifts and Memorial	742.25	71.56	4,391.74	6,500.00	(2,108.26)	68%
6627 · Advertising / Marketing	11,172.50	250.00	23,408.15	8,000.00	15,408.15	293%
6710 · Meetings & Travel	1,215.79	664.47	8,311.05	5,000.00	3,311.05	166%
6730 · Mileage & Parking Reimbursement	67.72	373.45	884.96	2,500.00	(1,615.04)	35%
6740 · Postage & Delivery	2,804.28	272.40	11,164.87	7,500.00	3,664.87	149%
6745 · Banking & Service Fees	152.05	277.10	1,961.23	2,000.00	(38.77)	98%
6746 · Payroll Fees	1,092.19	1,545.92	13,365.04	9,000.00	4,365.04	149%
6750 · Printing & Reproduction	11,062.74	0.00	21,769.92	3,000.00	18,769.92	726%
6755 · Equipment, Furniture, Fixtures	365.12	0.00	6,382.28	5,000.00	1,382.28	128%
6765 · Janitorial Supplies	2,953.89	1,314.93	15,061.48	14,500.00	561.48	104%
6770 · Operating Supplies	6,207.46	2,330.97	28,713.07	40,000.00	(11,286.93)	72%
6780 · Operating Software	0.00	450.00	32,350.95	33,000.00	(649.05)	98%
6782 · ILS Maintenance	0.00	0.00	6,375.00	0.00	6,375.00	100%
6785 · Computer Supplies	183.77	135.00	935.63	9,800.00	(8,864.37)	10%
6790 · Hardware (Computers / Tech)	89.99	0.00	5,283.30	5,000.00	283.30	106%
6920 · Electricity	3,307.49	3,485.81	40,150.86	42,000.00	(1,849.14)	96%
6930 · Natural Gas	692.47	227.54	5,673.39	5,500.00	173.39	103%
6940 · Water & Sewage	592.50	419.50	3,753.33	5,600.00	(1,846.67)	67%
6950 · Refuse	501.87	360.22	4,552.19	4,500.00	52.19	101%
6960 · Products for Resale	0.00	234.03	229.86	500.00	(270.14)	46%
6970 · Equipment Lease & Rental	1,758.62	1,091.88	14,458.24	15,424.00	(965.76)	94%
<b>Total OPERATING EXPENSES</b>	46,345.02	13,504.78	298,848.19	278,324.00	20,524.19	107%
<b>PROFESSIONAL &amp; TECHNICAL</b>						
7125 · Audit and Financial Consulting	0.00	743.75	10,843.75	14,000.00	(3,156.25)	77%
7130 · Legal Fees	12,668.83	0.00	23,245.33	3,000.00	20,245.33	775%
7135 · Technology Consulting	367.50	1,320.00	10,594.39	9,000.00	1,594.39	118%
7140 · Architectural & Engineering	6,540.60	0.00	11,128.92	9,000.00	2,128.92	124%
7145 · Collection Agency	223.75	107.40	1,136.65	1,800.00	(663.35)	63%
7155 · Consultants - Other	250.00	2,588.75	29,035.00	12,000.00	17,035.00	242%
7170 · Telecommunications	1,371.47	3,863.37	22,546.75	21,306.00	1,240.75	106%
7175 · Internet Service	0.00	0.00	9,190.92	6,575.00	2,615.92	140%
7180 · Technology Equipment	1,987.50	0.00	31,681.41	41,000.00	(9,318.59)	77%
7185 · Technology Maintenance Fees	2,459.96	0.00	12,103.30	8,938.00	3,165.30	135%
7190 · Website Development	0.00	0.00	360.00	8,000.00	(7,640.00)	5%
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	25,869.61	8,623.27	161,866.42	134,619.00	27,247.42	120%
<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>						



	Jun 16	Jun 15	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
7205 · Maintenance Contracts	0.00	0.00	5,934.00	8,000.00	(2,066.00)	74%
7210 · Building Maint & Repairs	3,904.89	929.96	47,208.29	36,204.00	11,004.29	130%
7220 · Landscape	4,080.63	45.08	29,058.78	4,500.00	24,558.78	646%
<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>	<b>7,985.52</b>	<b>975.04</b>	<b>82,201.07</b>	<b>48,704.00</b>	<b>33,497.07</b>	<b>169%</b>
<b>CAPITAL</b>						
7310 · Equipment, Furniture & Fixtures	4,473.13	(7,084.00)	50,981.80	95,000.00	(44,018.20)	54%
7320 · Structures & Improvements	0.00	(37,642.94)	0.00	36,000.00	(36,000.00)	0%
<b>Total CAPITAL</b>	<b>4,473.13</b>	<b>(44,726.94)</b>	<b>50,981.80</b>	<b>131,000.00</b>	<b>(80,018.20)</b>	<b>39%</b>
<b>MISCELLANEOUS EXPENSE</b>						
7510 · Miscellaneous Expense	277.50	0.45	763.16	2,000.00	(1,236.84)	38%
7520 · Refunds/Parcel	0.00	0.00	0.00	1,000.00	(1,000.00)	0%
7530 · Direct Assessments/Admin Costs	0.00	0.00	31,974.53	23,132.00	8,842.53	138%
7540 · Trustee Election	0.00	0.00	0.00	0.00	0.00	0%
7700 · Depreciation Expense	0.00	18,692.21	0.00	0.00	0.00	0%
<b>Total MISCELLANEOUS EXPENSE</b>	<b>277.50</b>	<b>18,692.66</b>	<b>32,737.69</b>	<b>26,132.00</b>	<b>6,605.69</b>	<b>125%</b>
<b>Total Expense</b>	<b>325,516.08</b>	<b>206,023.21</b>	<b>3,061,628.70</b>	<b>3,242,756.00</b>	<b>(181,127.30)</b>	<b>94%</b>
<b>Net Ordinary Income</b>	<b>(254,831.18)</b>	<b>(94,766.90)</b>	<b>41,721.90</b>	<b>0.00</b>	<b>41,721.90</b>	<b>100%</b>
<b>Net Income</b>	<b>(254,831.18)</b>	<b>(94,766.90)</b>	<b>41,721.90</b>	<b>0.00</b>	<b>41,721.90</b>	<b>100%</b>

Altadena Library District  
Donations & Grants  
July 2015 through June 2016

	Type	Date	Name	Memo	Amount	Balance
<b>DONATIONS AND GRANTS</b>						
<b>4710 - Friends of the Library</b>						
	Deposit	10/16/2015	Friends of The Library	OCT-2015 - FY15-16 Donatin from FOL	45,000.00	45,000.00
	Bill	10/19/2015	Friends of The Library	101915 - Refund overpayment of Donation	-5,000.00	40,000.00
Total 4710 - Friends of the Library					40,000.00	40,000.00
<b>4730 - Undesignated</b>						
	Deposit	08/11/2015		AUG-2015 - Cash Donation from patron, Lisa Hoseu	50.00	50.00
	Deposit	08/12/2015		AUG-2015 - Donation from A. Vijayaraghavan	25.00	75.00
	Deposit	11/04/2015		NOV-2015 - Donation check from COPLA	100.00	175.00
	Deposit	01/11/2016		JAN-2016 - Donation from Patron Paul and Cara Barker	50.00	225.00
	Deposit	01/21/2016		JAN-2016 - Donation from anonymous patron	10.00	235.00
	Deposit	04/29/2016		APR-2016 - Unrestricted donation from patron	50.00	285.00
	Deposit	06/13/2016		JUN-2016 - Donation from Rebecca Bricker for book sales at "Secret of Marie" program on 4/26/16	85.00	370.00
	Deposit	06/24/2016		JUN-2016 - Undesignated donation from patrons Perilee & Dana Smith	10.00	380.00
Total 4730 - Undesignated					380.00	380.00
<b>4735 - Designated</b>						
	General Journal	07/01/2015		JUL-2015 - Reclassify Grant income for FY15-16	0.00	0.00
	Deposit	07/28/2015		JUL-2015 - Donation for Adult programming	10.00	10.00
	Deposit	09/25/2015		SEP-2015 - From ALF for Latino American Heritage Programming LA:500 Grant	500.00	510.00
	Deposit	03/30/2016		MAR-2016 - Grant Funds from SoCal Water Smart (Metro Water District of So Cal) for Water Conserv...	3,000.00	3,510.00
	General Journal	06/30/2016		Garden Grant relates to FYE 06/30/16, but will be received in the next fiscal year	25,000.00	28,510.00
Total 4735 - Designated					28,510.00	28,510.00
<b>4740 - CA Library Literacy Services</b>						
	Deposit	08/12/2015		AUG-2015 - Grant from CLLS, 1st Installment	18,000.00	18,000.00
	Deposit	12/10/2015		DEC-2015 - Grant from CLLS - 2nd Installment Payment	7,165.00	25,165.00
Total 4740 - CA Library Literacy Services					25,165.00	25,165.00
<b>4750 - Cal State Library</b>						
	Deposit	11/18/2015		NOV-2015 - DIY Grant Funds, 1st Payment (Invoice ID 40-8501)	13,500.00	13,500.00
	Deposit	12/30/2015		DEC-2015 - DIY Grant	13,500.00	27,000.00
Total 4750 - Cal State Library					27,000.00	27,000.00
Total DONATIONS AND GRANTS					121,055.00	121,055.00
<b>TOTAL</b>					<b>121,055.00</b>	<b>121,055.00</b>

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**ALTADENA LIBRARY DISTRICT  
MONTHLY INVESTMENT  
REPORT**

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**Summary of Cash and Investments as of June 30, 2016**

<b>ACCOUNT</b>	<b>AGENT</b>	<b>YIELD</b>	<b>JUNE-2016</b>
Pooled Funds at County of Los Angeles	LA County	0.90%	\$2,537,690.60
General Fund – Business Select Checking	Chase Bank	0.00%	\$163,241.11
Savings Public Fund – High Yield Savings	Chase Bank	0.15%	\$3,704.49
General Savings – High Yield Savings	Chase Bank	0.15%	\$30,122.10
HUD Account - Business Select Checking	Chase Bank	0.00%	\$2.04
SCLC Deposit Account	SCLC	0.00%	\$1,160.00
Petty Cash	District Office	0.00%	\$777.00
<b>Total Cash and Investments</b>			<b>\$2,736,697.34</b>

We hereby certify that the investments are in compliance with Altadena Library District Policy, and California Government Code Section 53646(b)(1); and that the Altadena Library District has the ability to meet its budgeted expenditures for the next six (6) months.



*Honoring the past, cultivating the present, empowering the future*

## MINUTES

### Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

July 25, 2016 – 5:11 p.m.

**PUBLIC REQUESTS FOR DOCUMENTS:** The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to Administration who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

#### 1. CALL TO ORDER

#### 2. ROLL CALL:

Meredith McKenzie, President - **PRESENT**

David Tuck - **PRESENT**

Gwendolyn McMullins - **PRESENT**

Adalila Zelada-Garcia, Secretary - **PRESENT**

John McDonald - **PRESENT**

#### 3. ADOPTION OF AGENDA

Opportunity for Board members to delete items, re-order items, continue items or make additions to the agenda pursuant to Government Code Section 54954.2(b).

**Recommended Action:** The Board of Library Trustees hereby adopts the Agenda as presented.

**Trustee McDonald noted that Item 10 should not be on the July Agenda because the Committee was dissolved at the June Board meeting. Moved by David Tuck to Adopt the agenda amended with the removal of item 10, Second by Trustee McMullins.**

#### 4. PUBLIC COMMUNICATION

Citizens may address the Board regarding any item of Library business on or not on the agenda. Citizen comments are limited to 3 minutes per item. At the discretion of the President, citizens may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. If speaking before the Board, please give your name and address, and state the agenda item and/or issue you wish to address.

**David Datz – Speaking briefly regarding the Dr. Martenson data discussed at the last board meeting. The averages that Dr. Martenson presented of the survey responses are bogus, misleading and useless. However, in order to do her calculation she had to have had the summary data that he had requested. Datz indicated that he won't request it again but somebody else could, assuming that the library paid for it, the public has a right to see it. He did read the letters the Director emailed to him that were sent to staff from the Ad Hoc Personnel Committee and the plans for the District to move regarding morale seem good and he is hopeful. Datz clarified that he did not come to request the data and come to the meeting to just be a pest. He has not sought out staff regarding morale. He comes into the library and sees his friends, some of which are staff members, and in conversation with them he asks them how they are they express in emotional terms that they are miserable in their jobs. He did not make inquiries, it's not his initiative. Datz indicated he has heard similar things from the Friends of the Library Board, who are also upset. He wanted to bring transparency to the Board about his perception of what is going on.**

**Gina Dobson – Expressed that she is happy and appreciative of the changes to the library. She appreciates Mindy and her leadership and the emergence of cool and fun activities in the library. She has been able to use the public space to finish a manuscript. She enjoys the materials and interactions she has with Mindy and the staff. She feels like this is her second home and while she lives in Pasadena and could use those libraries she prefers to come up to Altadena and use ours.**

**Billy Malone – Introduced himself as a member of Town Council and President of the Chamber of Commerce. Billy applauds all for doing a great job. He knows that what the library gives the**

community is immense. From the perspective of the Chamber the library has always been supportive. Each month the Town Council gets a report of the happenings at the library from Mindy and the Council is very happy with the direction of the Library. When Pauli left they were concerned about what was going to happen. Since Mindy has come on board she has been active and responsive to the community and has been amazing. He has seen, outside of the library, the outreach has only gotten better so he wanted to congratulate everyone and Mindy for coming to the meetings and telling everyone about the library and what is happening at the library. He has also seen improvement in unification between community groups which he finds encouraging.

5. **PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS  
HIRES/PROMOTIONS:**

- Quarece Martinez, Part Time Page in Circulation hired 5/16/16
- Helen Huang, Part Time Page in Circulation hired 5/16/16
- Promotion of Perla Vogel from Page to Clerk 1 in Youth Services effective 5/16/16

Finance Director Wallin reported on the hires and promotions in May

6. **FINANCIAL REPORTS**

- a) Financial reports for the month of June 2016  
(DISCUSSION/POSSIBLE ACTION)

Finance Director Wallin reported the fiscal year is 100% completed. As of today financial reports from the County have not been received so the financial reports do not reflect the full revenue at June 2016. Wallin noted that Expenses and Revenue are completed at Audit, which is presented in November. However, as of June total expenses are \$3.04M, additionally passport revenue continues to increase each month and have exceeded projected revenues by \$17,176. Wallin stated she is working to have the Audit completed and presented by the October board meeting. Wallin noted expenses that are currently over-budget in some areas and forthcoming grants funds will offset these overages and will be reversed to be reflected accordingly during the audit process so they are in the correct fiscal year.

**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.

7. **CONSENT CALENDAR**

The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of the Consent agenda under "Items removed from the Consent Calendar". The entire remaining Consent Calendar is then voted upon by roll call under one motion.

**Recommended Action:** The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

- a) Approval of minutes – Regular meeting held June 27, 2016
- b) Statistical Reports – June 2016
- c) Departmental Monthly Report – June 2016

Director Kittay provided updated minutes and noted the changes were in Items 14 and 15. Moved by Trustee McDonald. Seconded by Trustee Zelada-Garcia.

8. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**

Items removed from the Consent Calendar will be discussed individually at this time.

9. **DIRECTOR'S REPORT**

a) New Initiatives: Patron Self Pick Up of Holds **Director Kittay reported on the new Hold shelf where patrons can retrieve Books and Audiobooks they have placed on hold. DVD's and Videogame holds remain at the Information desk for pickup. Kittay introduced Cassandra Stearns, the new Staff Association president at July 1. Cassandra informed the Board of the new officers. Cassandra stated that Kittay reached out to initiate monthly meetings between her, the Staff Association President, and the Director in order to keep communication flowing and that she appreciated that and agreed.**

b) Human Resources Outsourcing Update **Kittay met with the HR firm and provided them with information they need to conduct the initial audit. Finance Director Wallin also had a phone meeting and provided specific**

documentation that was requested. The Firm will attend the August All Staff Meeting and do a presentation about their services and roles and they will also do an team building exercise.

c) Rob Hallwachs donation to professionally restore the statue "Lady". Kittay informed the board that local patron, Rob Hallwachs, has offered to cover the cost to restore the statue, called "Lady", in the reading court. They are also looking to have it placed on a pedestal with a see-through cover. The donor will give the funds to the Foundation to cover the expenses and the Foundation has agreed to this. Trustee Tuck stated that the Board graciously accepts and appreciates the offer.

d) Board of Library Trustees Calendar and Cut-Off Times for Agenda/Board Package Kittay addressed an email that went to the Board members asking when they would like the board packet, what they want in the board packet and what would be their preference for the cut-off for the agenda and board package to be. Trustee McKenzie stated that since this is related to housekeeping more than policy she would like Mindy to survey the Board members. McKenzie stated that the board members do not take issue with the current agenda or what was in the email from Kittay. Trustee McDonald stated that this item should be on the August agenda, but agrees with receiving the board packet earlier. He also suggested Kittay obtain guidance from the California Special District Association. Further discussion about the board package, cut-off dates, by-laws review, facilities review and other items of interest to the Board will take place at the August Board Meeting.

Kittay reported that the parking lot has been attracting a number of overnight campers both in vehicles and without vehicles and that there is inappropriate behavior occurring in the parking lot after library hours, While she is not totally in favor of the solution of reinstalling a chain to block the entrance, we are going to try it for now and see if it helps. Additionally signage will be changed and updated to reflect that overnight parking and camping on library property is not allowed. Kittay is researching other libraries solutions for this issue. Trustee McKenzie inquired if a night time guard was required, Trustee McMullins asked if there was vandalism, and Trustee Tuck asked if the police were patrolling the area. Kittay replied that the Sherriff Department does drive by and she will be meeting with them again to discuss this matter. Kittay also stated that she believes the signage needs to be changed in order for the sheriff to act.

Kittay addressed the current statistics, noting that self-check usage has doubled, e-blasts for the conservation garden was opened by over 20% of the recipients, and an e-blast was also sent out to patrons who have not used the library in 3-years. The library facebook page received three notable mentions last month and has almost 1,000 likes. The graphs this month include annual per capita statistics as the State Library requests and while there has been small growth in circulation and we are not sure about visits because we now know the door counter at main was inflating visits for many years, we do know that programming and programming visits have more than tripled.

Kittay reported that the library has followed requirements associated with the Open Data Mandate which can be found on the library website.

Legislation regarding additional funding to the State Library is in discussions. Kittay is on the executive board of the Southern California Library Cooperative and the special committee that is providing recommendations on how those funds should be used.

In May 2016 a mailer went out to approx. 2,000 residents. In June new card holders had increased by 21% at Main and 106% at Branch. In July it was up to 32% at Main. For the year the increase was 6% but down 10% at Branch.

Trustee Tuck readdressed chaining off the parking lot and feels there are enough laws in place. Trustee McKenzie responded saying there is illegal and illicit activity taking place at night. Tuck replied that there is still access through the gardens and walkways. Trustee McMullins agrees with chaining off the lot and having the sheriffs' patrol a couple times a night. Trustee McKenzie indicated that criminal activity in Altadena has increased in the last year and the District needs to protect itself and the patrons. McKenzie indicates that the chain is the first step and if needed the next step would be 24-hour guard service.

10. **TEMPORARY PERSONNEL SUB-COMMITTEE REPORT (DISCUSSION) – removed from Agenda as Sub-Committee was dissolved at the June 2016 Board Meeting**

11. **OLD BUSINESS**

- a) Review and discussion of District Earthquake/DIC (Difference in Conditions) Policy Options for FY 2016/17 (**DISCUSSION / POSSIBLE ACTION**) Finance Director Wallin provided an update regarding the questions the Board had regarding the Earthquake Insurance. Trustee McKenzie stated that she wanted to see competitive bids. Kittay suggested that the Board make a motion

to request another 30-day extension and for staff to go out for competitive bids. Trustee Zelada-Garcia asked if the insurance could be renewed for only 6-months. Kittay replied that it would increase the cost substantially. Zelada-Garcia moved to direct Kittay to request a 30-day extension and if it's not granted that the Board choose Insurance Coverage Option 3. Trustee Tuck agrees, but would choose Option 1. Trustee McDonald prefers an analysis of Option 1 versus Option 3 and how the additional cost would be funded. He also requested an additional quote for \$4M coverage of the Main and no increase for the Branch. All Trustees agree that if a 30-day extension is not feasible, staff will move forward with Option 1.

- b) Review of Progress on Operating Plan FY 2016/17 (**DISCUSSION / INFORMATION**) Director Kittay noted the enclosed report from the Leadership team to all staff. The leadership team will be meeting every Friday beginning in August. An employee intranet has been created by IT, as suggested by the Leadership Team, to increase communication and to accommodate discussion with all staff. At the September all staff meeting an exercise will be conducted, similar to the post-it note/dot exercise for the operating plan, to define the organizational value. Kittay noted that two new members have joined Leadership; Sebastian Zelepin to represent Circulation and Kiri Lahey to represent the Pages.
- c) Final Review/Report of the 2015/2016 Annual Operating Plan (**INFORMATION**) Kittay provided the final document which outlines the accomplishments of the organization towards the 15/16 Operating Plan. The 16/17 plan may have fewer goals. There are some items on hold for further review. Kittay noted that the Library Staff Training and Development, while not one of the goals, is included in the plan and is similar to what the staff has requested for 16/17 year and is called the C.O.R.E. initiative.

## 12. NEW BUSINESS

- a) Presentation by Mikayla Arevalo – Staff Activities Club Director Kittay introduced Mikayla Arevalo. Mikayla reported that the activities take place after work and one is held every 2-3 months. They are not mandatory. There have been many activities such as game night, roller skating, and hide & seek. The next event will be a BBQ held in September, and the Board is welcome to attend. Mikayla thanked Mindy, Ryan, Helen and Tina for the support and help and for the Library sponsoring the club monetarily. Director Kittay added that another staff activity will be bowling and will take place after the Professional Development Day in October.
- b) Los Angeles County Biennial Review of Conflict of Interest Code (**Review/Approval**). Finance Director Wallin reported on the update. Kittay stated that the forms have been completed and will be submitted by the deadline.
- c) Request Membership with Other Public Agencies In The Investment Trust of California, A Public Joint Powers Authority, Carrying on Business as "CalTRUST" (**Review/Approval**) Finance Director Wallin presented enrollment into CalTRUST in lieu of continuing to bank with Los Angeles County for Parcel Tax Revenue. Wallin noted the advantages and flexibility which LAIF (Local Agency Investment Fund through the State of California) and the County does not offer. Trustee McDonald noted that CalTRUST will not be paying us more than we currently earn, but that the benefit is flexibility. Moved by Trustee Tuck. Seconded by Zelada-Garcia
- d) Update to Financial Policies and Procedures Manual, Section VIII Investment Policy Finance Director Wallin noted that the investment policy needs to be updated with the enrollment of CalTRUST. Moved by Trustee McDonald. Seconded by Trustee McMullins

## 13. CORRESPONDENCE & PRESS

- a) Press Clippings (**INFORMATION**) Kittay noted that the library has a new magazine database, Flipster. A new website, coloradoboulevard.net, has republished some of our articles and has been mentioning the library consistently. The library has been making a presence at the Concerts in the Park, a booth is being shared with Rotary. Kittay noted that the promoters of the event were not happy to see the library sharing a table, but she is working to reach a resolution regarding this. Kittay noted that the library paid for advertisement in the Concerts in the Park program last year, but it was not printed in error so this year they have offered the library a full page for the same price (\$250)
- b)

## 14. REPORTS OF SUPPORT GROUPS

- a) Altadena Library Foundation The foundation is meeting regularly and working on leadership development. The next meeting is 7/27 at 7p in the District Directors Office
- b) Friends of the Altadena Library The next Friends meeting will be in September

15. **REPORTS OF TRUSTEES** Trustee McKenzie reported on the opening ceremony for the Conservation garden, which was well attended. Town Council members, Mike Antonovich, and local Water Companies were in attendance as well.
16. **AGENDA ITEMS FOR FUTURE AGENDAS**  
This is an opportunity for Board members to request that items be placed on future agendas.
17. **ADJOURNMENT**  
**Recommended Action:** There being no further business to come before the Board, the meeting is adjourned.



Statistics for FY 2016/17													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>Circulation - Main*</b>													
FY15/16	17,903	16,499	16,371	17,671	16,623	15,024	16,073	16,335	17,705	16,435	15,519	17,498	17,903
FY16/17	17,367												17,367
% Change	-3%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-3%
<b>Self-Check</b>													
	4175									2,296	2,535	4,040	
<b>Circulation - Branch</b>													
FY15/16	1,281	933	955	994	939	942	999	995	1,106	1,059	1,103	1,112	1,281
FY16/17	1,291												1,291
% Change	1%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	1%
<b>TOTALS</b>													
FY 15/16	19,184	17,432	17,326	18,665	17,562	15,966	17,072	17,330	18,811	17,494	16,622	18,610	19,184
FY 16/17	18,658	0	0	0	0	0	0	0	0	0	0	0	18,658
% Change	-3%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-3%
<b>Visitors - Main</b>													
FY15/16	29,000	19,135	17,894	27,340	19,450	18,238	19,319	24,043	22,724	14,406	16,626	16,126	29,000
FY16/17	14,895												14,895
% Change	-49%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-49%
<b>Visitors - Branch</b>													
FY15/16	4,028	3,460	4,253	3,927	3,300	3,541	3,313	3,377	3,925	3,397	3,537	3,531	4,028
FY16/17	3,383												3,383
% Change	-16%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-16%
<b>TOTAL VISITORS</b>													
	18,278	-	-	-	-	-	-	-	-	-	-	-	18,278
<b>Days Open - Main</b>													
FY15/16	26	26	25	27	22	24	24	24	27	26	25	26	26
FY16/17	25												25
% Change	-4%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-4%
<b>Days Open - Branch</b>													
FY15/16	23	21	21	21	18	21	19	20	23	21	21	22	23
FY16/17	20												20
% Change	-13%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-13%
<b>Registrations - Main</b>													
FY15/16	208	189	191	188	141	126	161	140	177	164	187	274	208
FY16/17	223												223
% Change	7%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	7%
<b>Registration - Branch</b>													
FY15/16	18	20	23	19	13	16	6	18	17	26	33	19	18
FY16/17	17												17
% Change	-6%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-6%
<b>Registration - Total</b>													
FY15/16	226	209	214	207	154	142	167	158	194	190	220	293	226
FY16/17	240	0	0	0	0	0	0	0	0	0	0	0	240
% Change	6%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	6%
<b>Reserves - Main</b>													
FY15/16	175	224	187	238	248	201	221	234	274	389	330	375	175
FY16/17	312												312
% Change	78%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	78%
<b>ILL Lent (Main)</b>													
FY15/16	32	39	40	51	35	42	46	48	46	42	48	48	32
FY16/17	48												48
% Change	50%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	50%
<b>ILL Borrowed (Main)</b>													
FY15/16	28	22	32	25	28	15	27	19	28	22	23	23	28
FY16/17	24												24
% Change	-14%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-14%
<b>Inter Library Loan - Branch</b>													
FY15/16	5	0	3	8	6		6	7	4	5	7	7	5
FY16/17	5												5
% Change	0%		-100%	-100%	-100%		-100%	-100%	-100%	-100%	-100%	-100%	0%

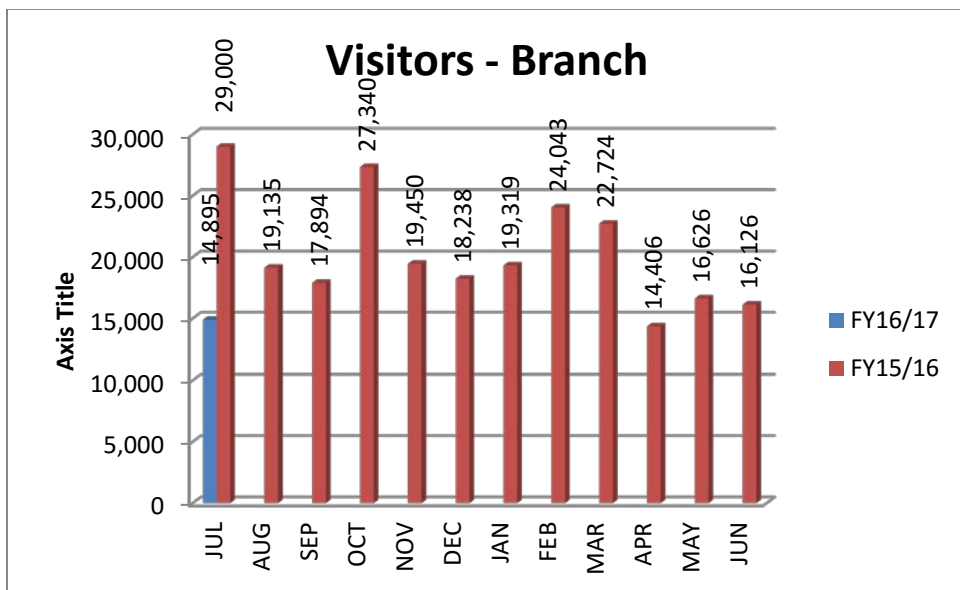
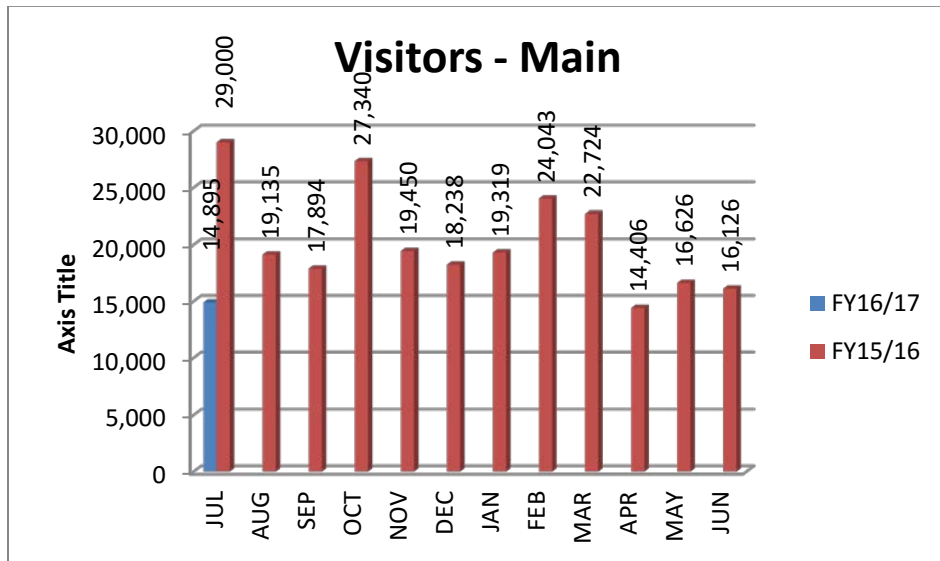
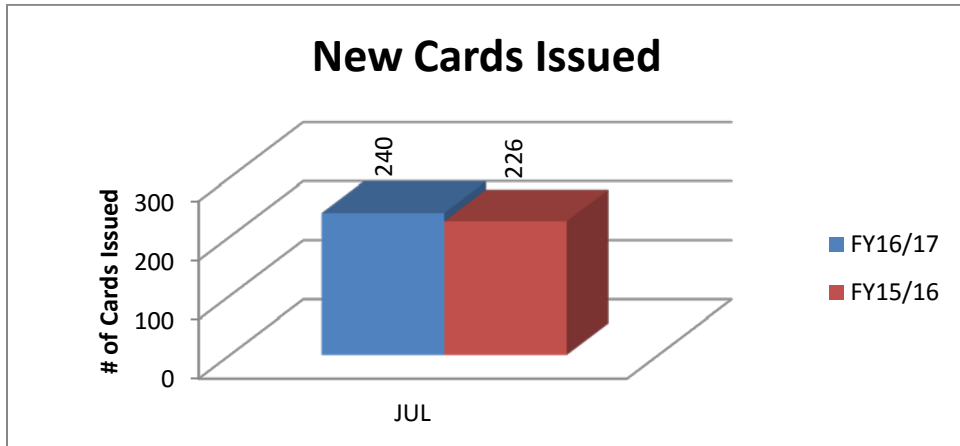
	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>TOTAL</u>
<b>Community Room Events (Non-Library)</b>													
FY15/16	8	11	14	11	9	6	6	9	8	5	8	9	8
FY16/17	6												6
% Change	-25%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-25%
<b>Community Room Attendance (Non-Library)</b>													
FY15/16	67	85	197	178	226	48	102	132	77	70	139	119	67
FY16/17	75												75
% Change	12%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	12%
<b>Adult Reference Questions</b>													
FY15/16	475	430	287	260	212	195	104	196	210	130	158	145	475
FY16/17	114												114
% Change	-76%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-76%
<b>Children's Services Reference Questions</b>													
FY15/16	1052	567	569	611	446	422	582	601	735	679	550	917	1,052
FY16/17	749												749
% Change	-29%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-29%
<b>Branch Services Reference Questions</b>													
FY15/16	75	66	88	74	57	67	52	63	81	68	67	41	75
FY16/17	58												58
% Change	-23%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-23%
<b>Adult Public Computer Usage</b>													
FY15/16	2,313	2,167	1,979	2,218	1,703	576	1,779	1,803	2,003	1,585	1,900	1,915	21,941
FY16/17	2,213												2,213
% Change	-4%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-90%
<b>Children's Services Public Computer Usage</b>													
FY15/16	605	671	549	306	467	236	141	234	488	520	488	829	5,534
FY16/17	742												742
% Change	23%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-87%
<b>Branch Services Public Computer Usage</b>													
FY15/16	729	681	726	801	608	662	544	541	652	621	751	775	8,091
FY16/17	627												627
% Change	-14%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-92%
<b>Main PC Usage Wireless</b>													
FY15/16	2,658	2,760	2,841	2,976	2,751	2,765	2,873	3,257	3,725	4,004	5,376	4,939	2,658
FY16/17	4,888												4,888
%Change	84%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	84%
<b>Branch PC Usage Wireless</b>													
FY15/16	1,297	1,252	1,401	1,441	1,341	1,461	1,295	1,385	1,186	1,373	1,452	1,394	1,297
FY16/17	1,146												1,146
% Change	-12%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-12%

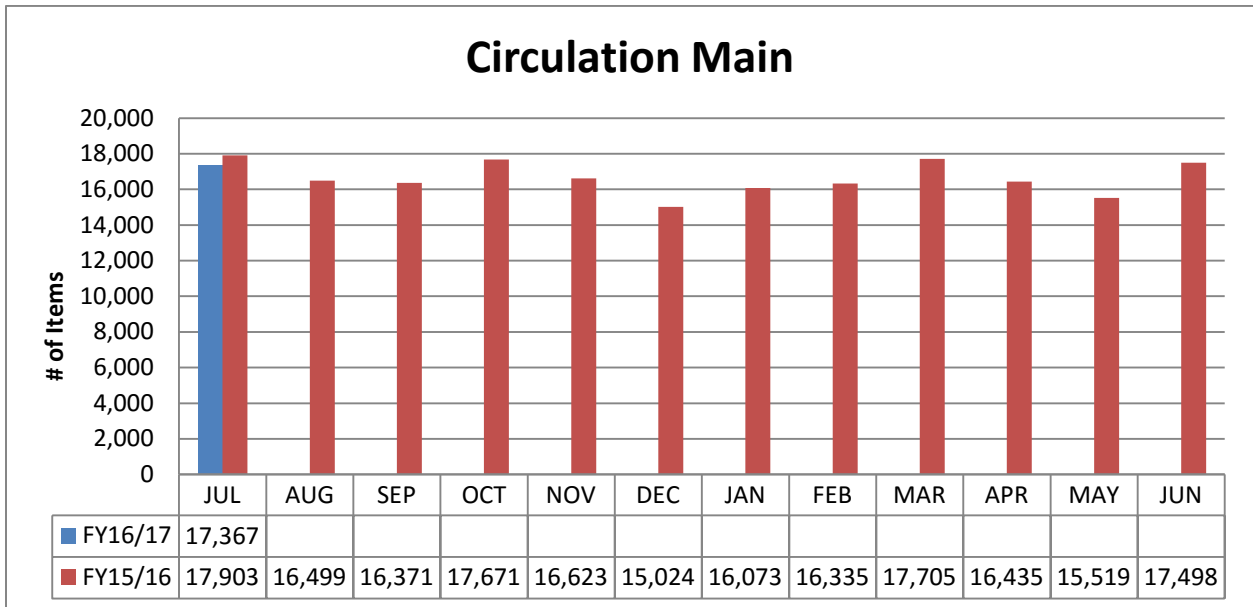
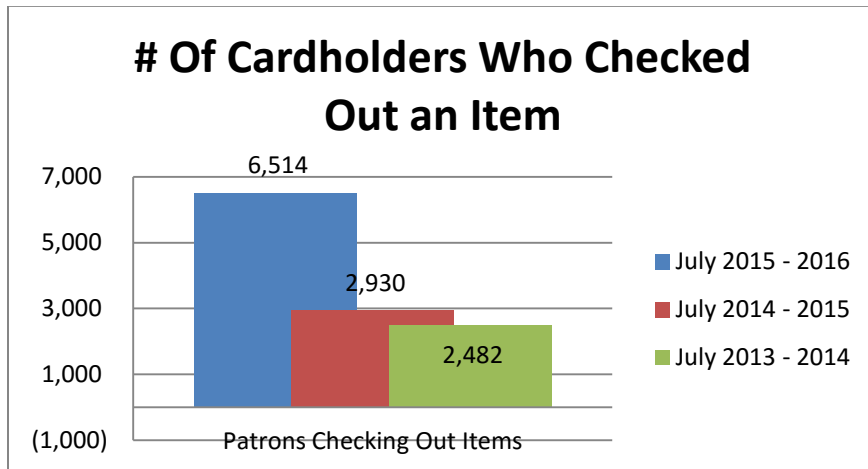
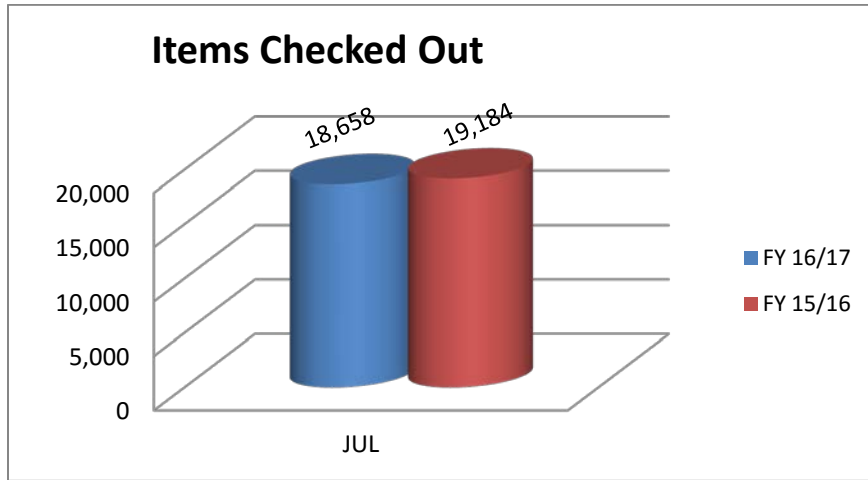
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>Adult/YA Total Items Owned</b>													
FY15/16	129,494	118,169	108,800	107,990	108,761	109,840	110,206	109,888	108,615	108,071	108,293	108,577	
FY16/17	109,140												
% Change	-16%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%
<b>Adult/YA Total Items Added</b>													
FY15/16	1227	756	966	700	774	837	447	879	917	761	671	962	1,227
FY16/17	499												499
% Change	-59%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-59%
<b>Children's Total Items Owned</b>													
FY15/16	32,197	30,965	31,209	31,466	31,437	31,628	31,732	31,749	31,992	32,123	32,187	32,237	
FY16/17	32,516												
% Change	1%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%
<b>Children's Total Items Added</b>													
FY15/16	335	72	525	283	109	413	221	71	295	111	178	180	335
FY16/17	330												330
% Change	-1%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-1%
<b>Branch Services Collection Owned</b>													
FY15/16	18,861	18,523	18,613	18,724	18,859	18,959	19,018	19,256	19,208	19,446	19,321	19,282	
FY16/17	19,570												
% Change	4%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%
<b>Branch Services Items Added</b>													
FY15/16	168	100	114	85	80	50	37	98	74	95	59	142	168
FY16/17	115												115
% Change	-32%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-32%
<b>Adult Programs</b>													
FY15/16	5	2	2	10	5	2	2	7	7	8	4	9	5
FY16/17	5												5
% Change	0%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	0%
<b>Adult Programs - Attendance</b>													
FY15/16	176	104	33	390	514	145	128	275	235	392	943	469	176
FY16/17	141												141
% Change	-20%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-20%
<b>Young Adult Programs</b>													
FY15/16	7	1	6	9	6	2	4	3	3	6	5	12	7
FY16/17	10												10
% Change	43%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	43%
<b>Young Adult Program Attendance</b>													
FY15/16	152	13	136	117	65	45	109	41	58	85	65	192	152
FY16/17	162												162
% Change	7%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	7%
<b>Children's Services Programs Offered</b>													
FY15/16	21	8	17	23	19	12	14	17	25	23	15	18	21
FY16/17	18												18
% Change	-14%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-14%
<b>Children's Services Program Attendance</b>													
FY15/16	1,097	418	527	781	401	389	428	472	554	507	368	820	1,097
FY16/17	740												740
% Change	-33%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-33%
<b>Branch Services Programs Offered</b>													
FY15/16	8	2	2	2	2	3	2	2	2	2	2	4	8
FY16/17	5												5
% Change	-38%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-38%
<b>Branch Services Program Attendance</b>													
FY15/16	205	32	44	35	40	54	52	44	42	33	26	209	205
FY16/17	142												142
% Change	-31%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-31%

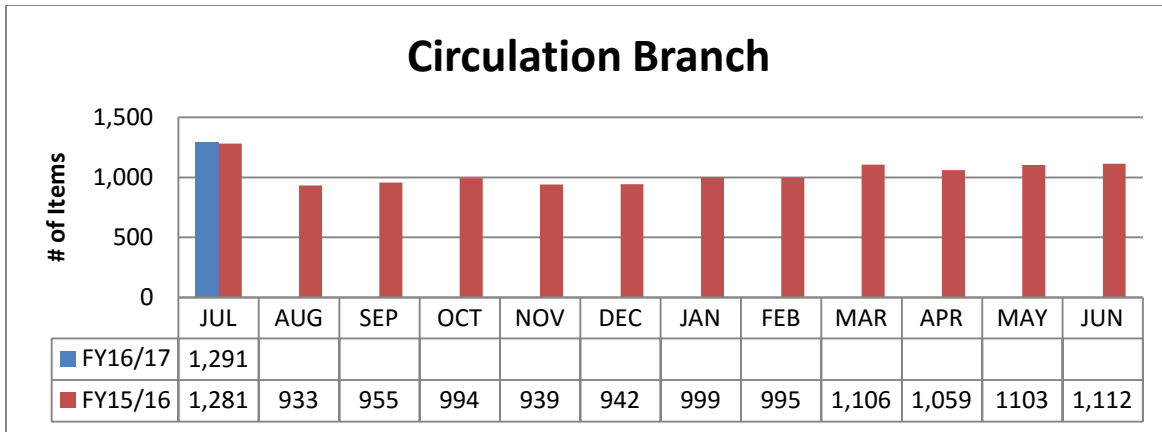
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>Children's Services Class Visits</b>													
FY15/16	12	9	12	12	11	7	10	9	8	10	11	11	12
FY16/17	10												10
% Change	-17%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-17%
<b>Children's Services Classroom Visits Attendance</b>													
FY15/16	235	145	206	193	166	117	131	201	12	151	210	210	235
FY16/17	158												158
% Change	-33%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-33%
<b>Branch Services Class Visits</b>													
FY15/16	0	0	0	0	0	0	0	0	3	2	0	1	0
FY16/17	0	0	0	0	0	0	0	0	3	2	0	1	6
% Change			n/a						0%	0%		100%	
<b>Branch Services Class Visits - Attendance</b>													
FY15/16	0	0	0	0	0	0	0	0	78	56	0	20	0
FY16/17	0	0	0	0	0	0	0	0	78	56	0	20	154
% Change			n/a						0%	0%		0%	
<b>Branch Services - Literacy Tutor Sessions Offered</b>													
FY15/16	61	58	72	58	38	44	40	53	60	55	63	54	61
FY16/17	32												32
% Change	-48%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-48%
<b>Branch Services Literacy Tutor Sessions Attendance</b>													
FY15/16	204	176	210	185	147	138	98	133	219	200	192	164	204
FY16/17	126												126
% Change	-38%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-38%
<b>Branch Services Literacy Tutor Hours offered</b>													
FY15/16	78.75	91.75	100.75	52.5	51.25	38.75	44	80	82.75	81.5	89	57.75	79
FY16/17	27.5												28
% Change	-65%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-65%
<b>Branch Services Literacy - Volunteer Hours</b>													
FY15/16	83.75	95	20	7.5	20	15	12	15	12	8	6	12.75	84
FY16/17	11.25												11
% Change	-87%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-87%
<b>Adult Volunteers</b>													
FY15/16	1	1	1	1	1	1	3	3	1	2	10	1	1
FY16/17	3												3
% Change	200%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	200%
<b>Adult Volunteer Hours</b>													
FY15/16	25.45	44.5	22.5	31	17	24	36	76	48.5	38	113	27.5	25
FY16/17	38												38
% Change	49%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	49%
<b>Young Adult Volunteers</b>													
FY15/16	11	7	16	12	10	9	12	13	16	15	18	16	11
FY16/17	11												11
% Change	0%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	0%
<b>Young Adult Volunteer Hours</b>													
FY15/16	60.25	28	117.75	91.5	46.25	31.75	50	36	78.25	75.25	96.5	176	60
FY16/17	52.25												52
% Change	-13%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-13%
<b>Children's Services Volunteers</b>													
FY15/16	5	2	2	4	3	0	0	0	0	0	0	0	5
FY16/17	0												0
% Change	-100%	-100%	-100%	-100%	-100%								-100%
<b>Children's Services Volunteer Hours</b>													
FY15/16	20.75	7	5	22.25	8.25	0	0	0	0	0	0	0	21
FY16/17	0												0
% Change	-100%	-100%	-100%	-100%	-100%								-100%
<b>Branch Volunteer Hours</b>													
FY15/16													0
FY16/17	26												26
% Change													

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>Ebsco Databases</b>													
FY15/16	7,545	7,796	6,639	7,750	6,869	9,146	3,011	3,148	3,289	2,857	2,498	3,021	7,545
FY16/17	2,614												2,614
% Change	-65%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-65%
<b>Novelist</b>													
FY15/16							6,135	5,495	5,469	4,822	4,307	5,601	0
FY16/17	4,721												4,721
% Change							-100%	-100%	-100%	-100%	-100%	-100%	
<b>BrainFuse -Tutor Service</b>													
FY15/16	16	53	109	114	161	108	116	183	67	150	217	127	16
FY16/17	76												76
% Change	375%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	375%
<b>Flipster</b>													
FY15/16													0
FY16/17	891												891
% Change													
<b>Tumblebooks</b>													
FY15/16	20		97	27	19	14		6	2	30	0	2	20
FY16/17	79												79
% Change	295%		-100%	-100%	-100%	-100%		-100%	-100%	-100%		-100%	295%
<b>Passports</b>													
FY15/16	178	171	167	190	147	122	206	204	248	258	221	237	178
FY16/17	209												209
% Change	17%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	17%
<b>Passport Photos</b>													
FY15/16	123	121	102	124	117	94	117	159	192	197	158	168	123
FY16/17	156												156
% Change	27%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	27%
<b>Notary Service</b>													
FY15/16	3	0	12	17	8	7	8	1	7	5	8	1	3
FY16/17	8												8
% Change	167%		-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	167%
*includes downloadables													
** We did have one day in July with no Internet access and that lowered our Computer/Wifi usage for the month.													

Statistical Graphs for the Month of July 2016



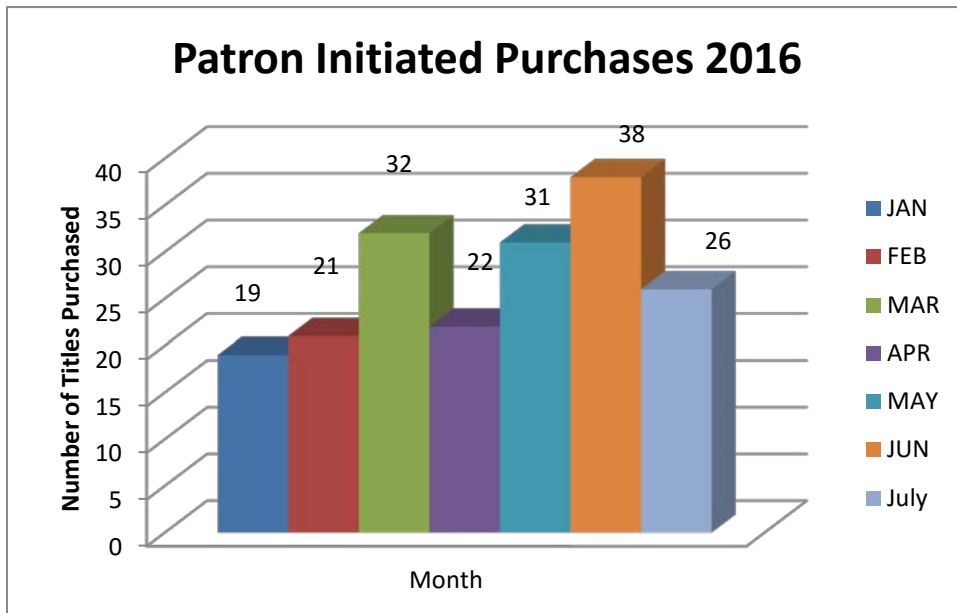
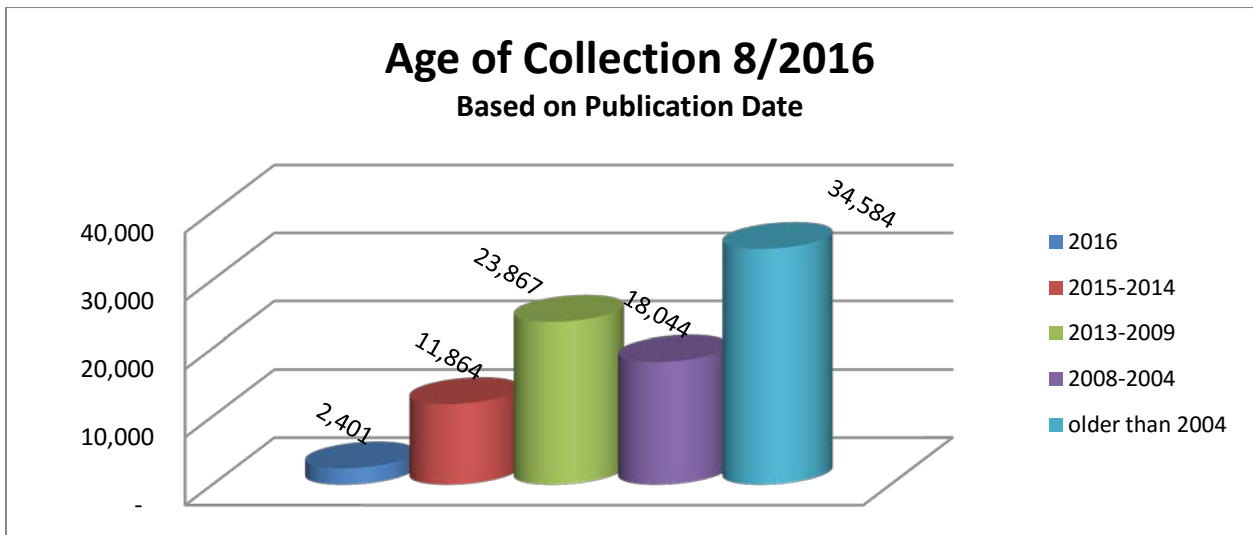
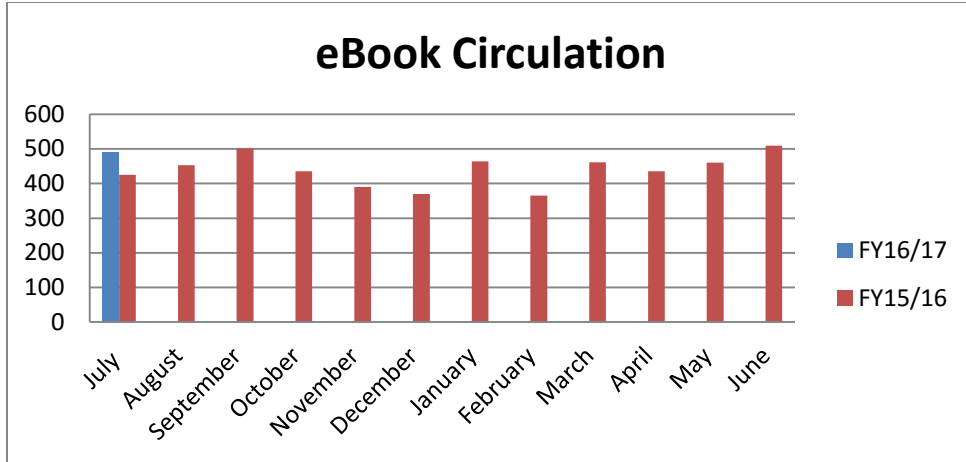




CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
	Jul 16		Change vs		Actual #	
P TYPE	PERCENT	QTY	Jun 16	Jul 15	Jun 16	Jul 15
Adult	81.1%	14726	4.8%	0.3%	14056	14677
Juvenile	13.7%	2489	-12.4%	-9.2%	2842	2741
Staff	3.6%	658	-11.1%	-20.1%	740	824
Volunteer	0.0%	0	0.0%	-100.0%	0	198
Trustee	0.0%	1	-85.7%	-66.7%	7	3
Foster Patrons	0.0%	0	0.0%	-100.0%	0	2
Teacher Loan	0.8%	148	-34.8%	55.8%	227	95
Teen	0.8%	146	-36.2%	-33.6%	229	220
Total	100.0%	18168	0.4%	-3.2%	18101	18760

CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
	Jul 16		Change vs		Actual #	
I TYPE	PERCENT	QTY	Jun 16	Jul 15	Jun 16	Jul 15
Book	63.7%	11566	-0.8%	-9.2%	11656	12743
Sound Disc	7.3%	1332	13.8%	-23.4%	1170	1738
CD-ROM	0.0%	1	0.0%	-50.0%	0	2
DVD	25.1%	4556	1.4%	26.8%	4493	3594
Kit	0.3%	54	-10.0%	-31.6%	60	79
Serial	1.4%	261	-13.6%	-23.5%	302	341
Library Basket	0.0%	0	0.0%	-100.0%	0	2
YA Video Games	0.4%	78	-49.7%	47.2%	155	53
Mature Video Games	0.2%	34	126.7%	325.0%	15	8
Chromebooks	1.6%	286	14.4%	43.0%	250	200
Total	100.0%	18168	0.4%	-3.2%	18101	18760

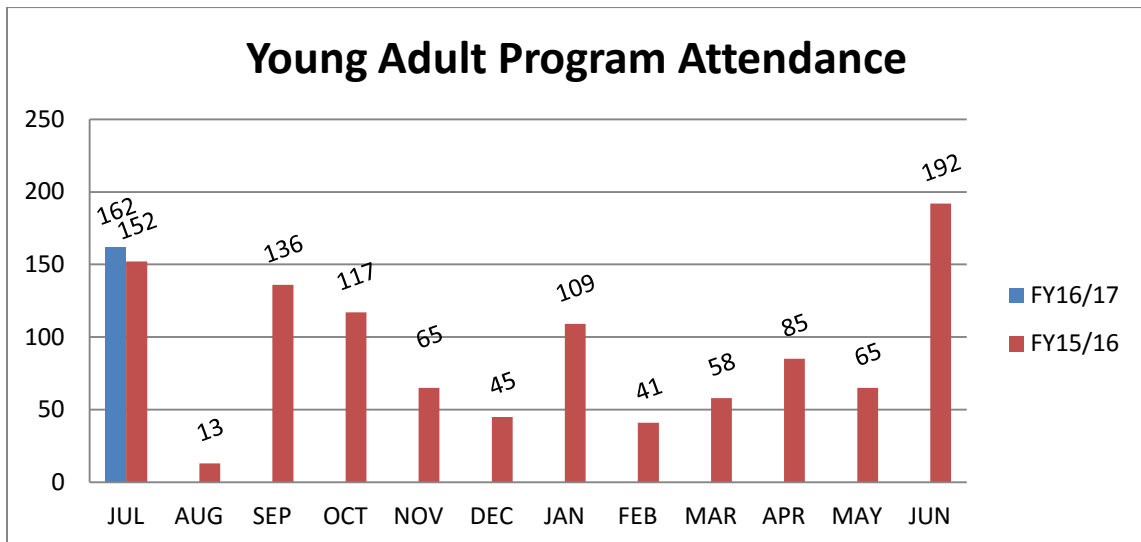
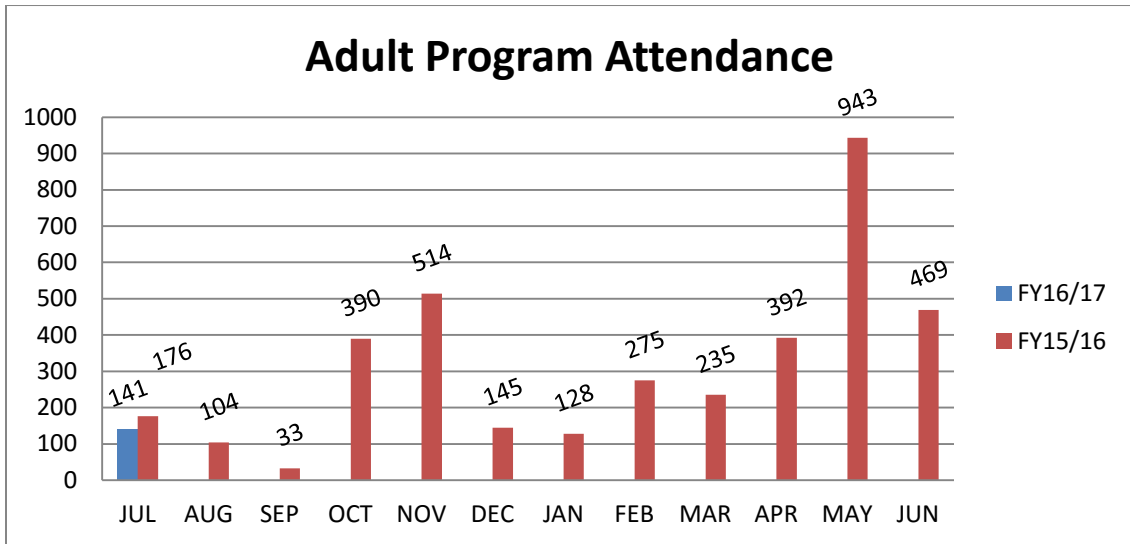


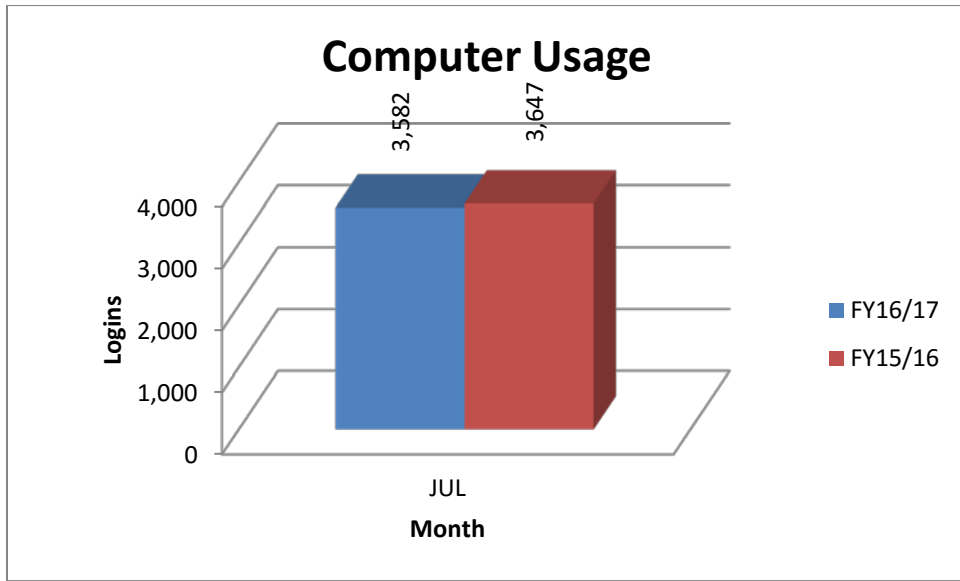
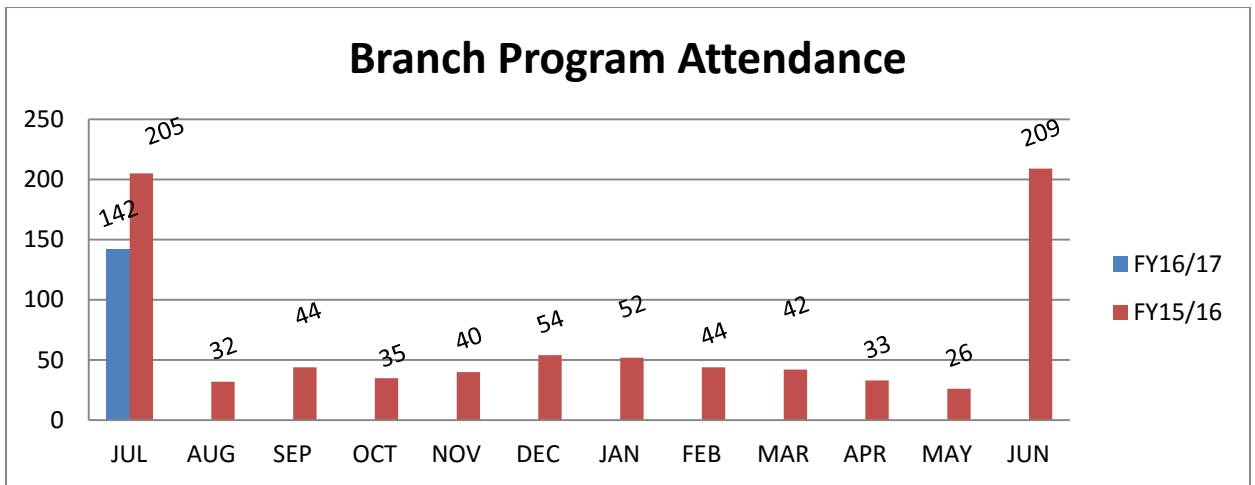
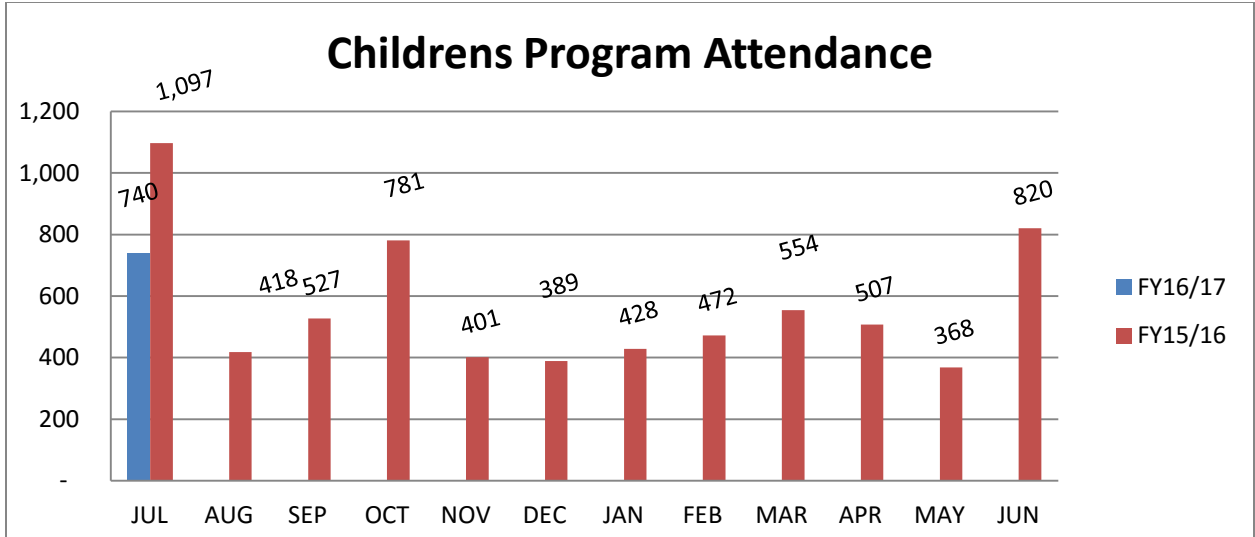


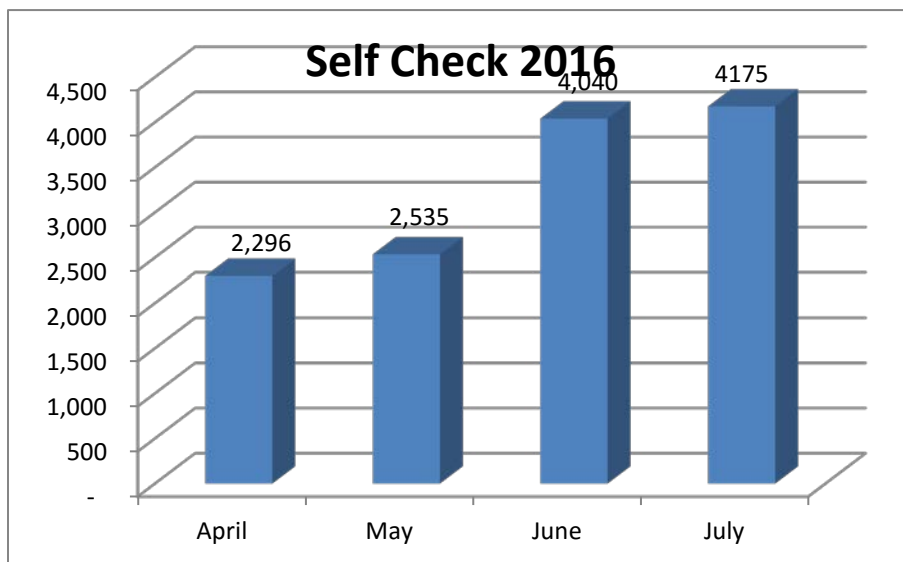
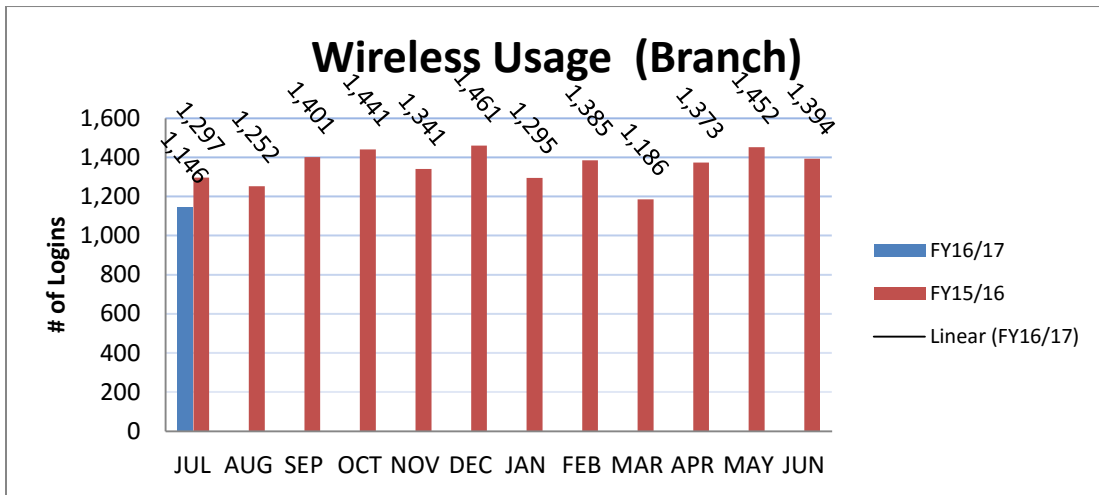
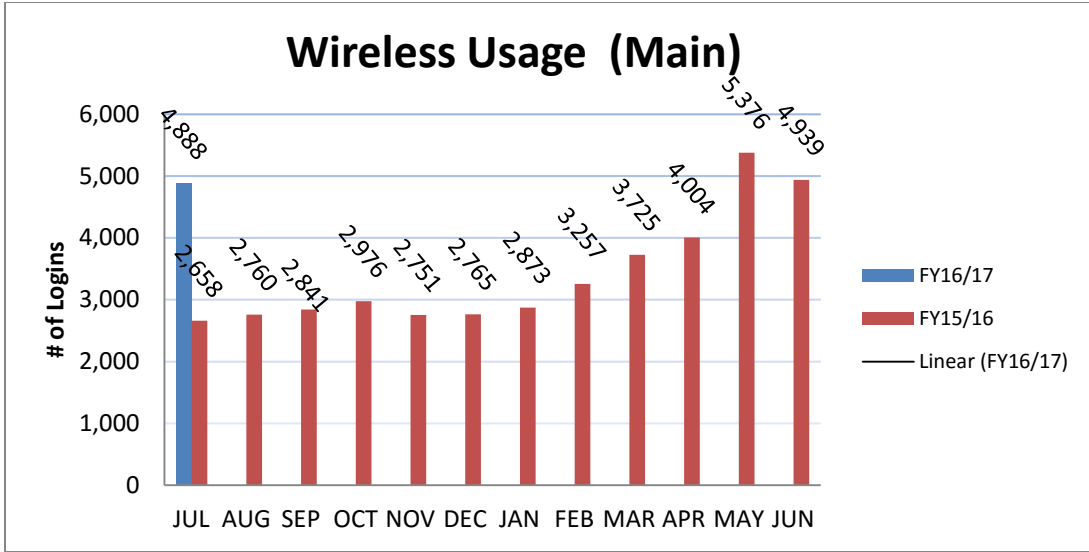
### PATRONS THAT HAVE ITEMS (August 2, 16)

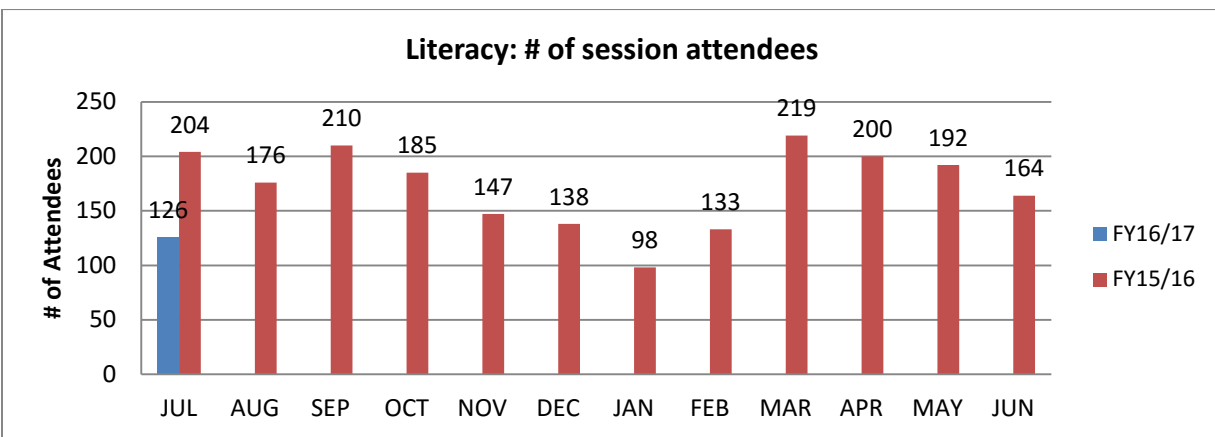
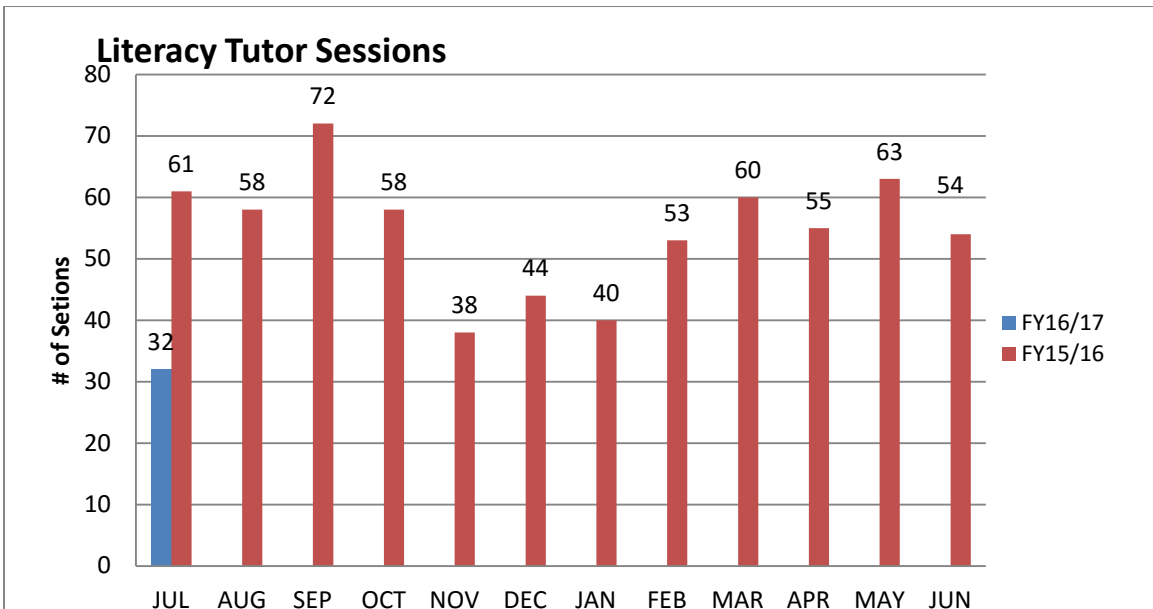
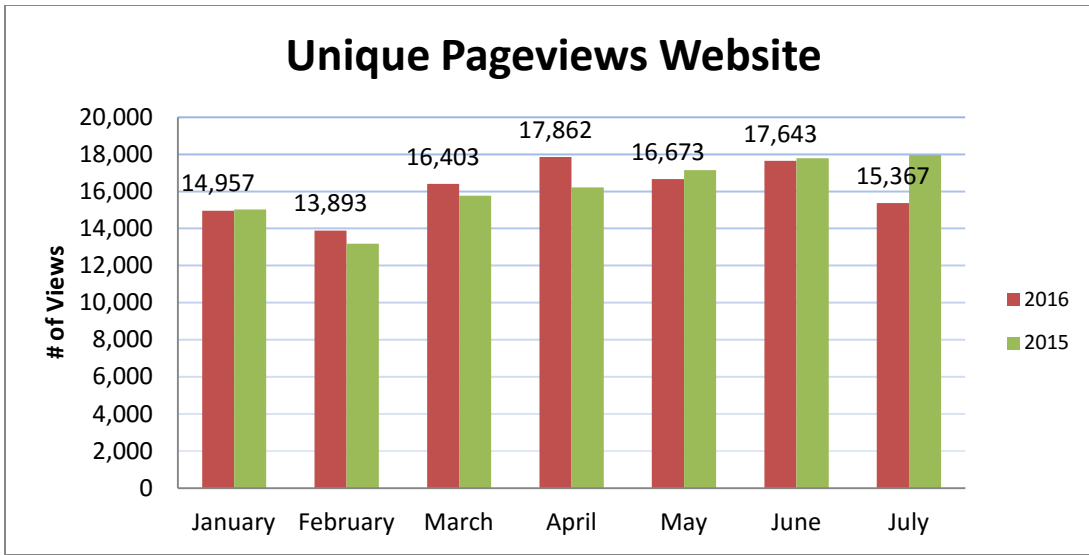
Patron Type	Patrons	Patrons w/Items	% w/items	# items	Avg/Patron
Adult		1510		6557	
Juvenile		380		1419	
Staff		31		338	
Trustee		1		1	
Foster Patrons		11		38	
Teacher Loan		33		236	
Teen		21		67	
<b>TOTAL</b>	<b>22,789</b>	<b>1,987</b>	<b>8.72%</b>	<b>8,656</b>	<b>4.36</b>

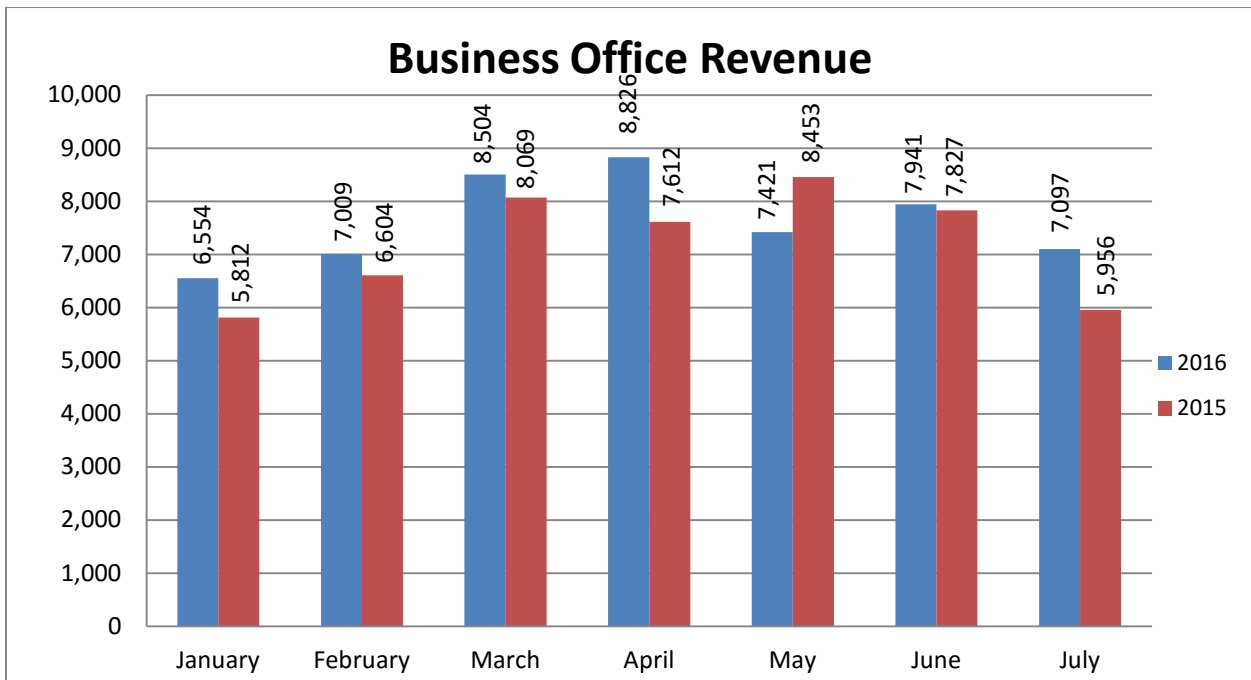
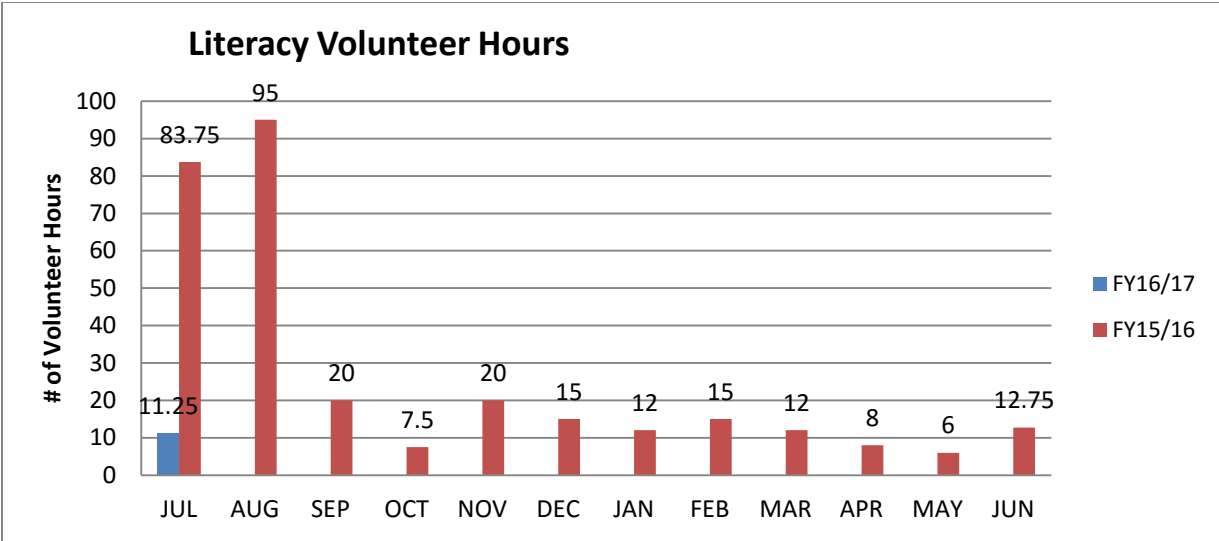
District Population	53,183
% w/Cards less than 3 years old (used & not used)	42.85%
Items in the Collection	90,760
% of Items Checked Out	9.54%











<a href="#">This Week @ Your Altadena Library - Laptops! Laptops! Laptops!</a>	9,853	2 days ago	<b>16.86%</b> 1,661 opened
<a href="#">This Week @ Your Altadena Library - No Guilt Book Club &amp; Flipster!</a>	9,875	9 days ago	<b>15.49%</b> 1,530 opened
<a href="#">This Week @ Your Altadena Library - Read to Cedar!</a>	9,887	16 days ago	<b>16.38%</b> 1,619 opened
<a href="#">Connect* August 2016 Altadena Library Newsletter</a>	9,906	18 days ago	<b>15.72%</b> 1,557 opened

## Youth Services June Highlights

### Programs & Services

The summer reading program continued throughout July with a special performance each week.

115 kids and their parents were thrilled at the chance to touch marine life at Lifestyles of the Slimy and Squishy with special guest, Blue Submarine!



The Rope Warrior amazed us with his really cool jump rope tricks which drew a crowd of 126!



We slowed things down a bit with a game day featuring life sized Jenga! 46 kids and parents beat the heat with some low tech fun.



Finally the Summer Reading finale! Kids enjoyed Ice Cream while as we celebrated the end of Summer Reading and announced the grand prize winner 9 year old Adeline!



~Submitted by Cassandra Stearns



## Teen Monthly Report JULY 2016

### Teen Summer Reading Program

Summer Reading program wrapped up. All told, 97 teens signed up for Summer Reading program and 43% read at least 10 hours this summer. This is an incredible statistic, since in years past, the completion rate was 20-25%! Altadena's teens ruled! Fantastic job, everyone!



Teen Anime Drawing Workshop Teens enjoyed a fabulous workshop taught by artist Carlos Nieto III, an artist and animator. Participants learned to create anime characters with simple drawing tips in an easy to understand step-by-step method ideal for beginners.



### Special 3D Advanced Studio Hours:

Special once a month advanced studio hours were offered again on July 18<sup>th</sup> thanks to our dedicated volunteer Evan Hilgemann, an engineer from JPL. Greg, a local wood sculptor, joined in to observe. He is interested in partnering with Hilgemann and the library to create small scale replicas of sculptures. He is particularly interested in partnering with Hillside Residential Treatment Services to work with teens doing this type of project. Sam made adjustments in his wolverine claw prototype, and was quite satisfied with the results!



### Teen Monthly Report JULY 2016

#### Magic: The Gathering Tournament: Final Showdown!

The Final Match of the Magic: The Gathering Tournament was rescheduled for July 19<sup>th</sup>. Dedicated and talented players Chris, Travon, Milo and Nick faced off in an epic series of battles.



#### Teen Just Dance Tournament

Teens competed in our first-ever Just Dance Tournament for prizes including gift certificates for dance classes at the Athletic Garage Dance Center!



## Teen Monthly Report JULY 2016

### Teen Summer Reading Finale

Several teens enjoyed Super Smash Brothers on the WiiU, others played Apples to Apples, Taboo, and Tanto Cuore whilst being serenaded by exuberant karaoke singers, enjoyed delicious ice cream sundaes (which eventually turned into ice cream soup!), and experimented with T-shirts being worn as hats (new fashion trend, anyone?). No one left empty handed—we awarded the grand prize and other smaller prizes, and teens got to choose an additional free book and assorted prizes, including Pokemon cards, T-shirts, and more (kindly donated by Kiri Lahey).



### Teen Films: Star Wars: The Force Awakens and Allegiant

We also held two free film screenings in July—*Star Wars: The Force Awakens*, which 37 attended and *Allegiant*, which was attended by 24.

### Youth Services Volunteers and PCC Library Tech Student Volunteers:

Teen Volunteers assisted with several children's and teen programs this month, including both finales and the Just Dance Tournament. Library technician students Ann Elias and Dina Zanrosso contributed 13 hours in July, continuing to be vital support to the busy world of Youth Services.

--Carrie Wilson, Teen Librarian

## July 2016 Monthly Report by Sue Colasurdo

**July 8 All Staff Meeting** with a **red theme** in morning breakfast foods and drinks provided by Helen.



**July 8 Leadership Meeting** attended by Helen.

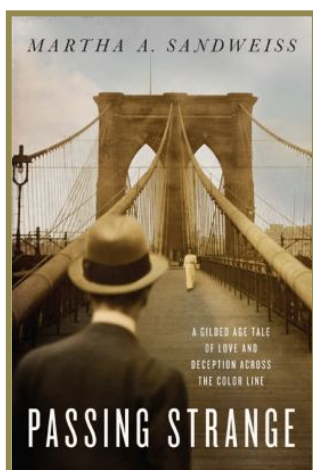
**July 8** Introduction of the brand new **Self-Pickup HOLDS Shelf** on a movable book shelf unit **behind the Reference portion of the OPOS desk.** Patrons are encouraged to retrieve the material on hold for themselves. Holds are indicated on a slip of paper with the first 3 or 4 letters of their last name. It does not contain their entire name. Note: **holds for DVDs** are still on the wooden shelving behind the OPOS desk.

**Adult video games have been moved** to a new location: to the wooden shelving behind the OPOS desk, for safety reasons.

**July 9 Water Conservation Garden Dedication.** 50 people attended. Helen purchased refreshments for the event.

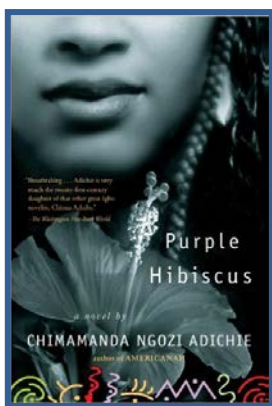
**July 9 The Walking Phoenixes** at Farnsworth concert in the park. At the library table, **Helen and Mindy made mobile library cards.**

**July 12. The No Guilt Book Club.** The two books for this month: **Passing Strange: a Gilded Age**



world. Yet, as Kambili less perfect than they respected, he is home that is silent

**Tale of Love and Deception Across the Color Line** by Martha A Sandweiss: a uniquely American biography of Clarence King, who hid a secret from his Gilded Age cohorts and prominent family. For 13 years he lived a double life—as a celebrated white explorer, geologist, and writer (King) and as a black Pullman porter and steelworker named James Todd.



The second book: **Purple Hibiscus**, by Chimamanda Ngozi Adichie. Fifteen-year-old Kambili and her older brother Jaja lead a privileged life in Enugu, Nigeria. They live in a beautiful house, with a caring family, and attend an exclusive missionary school. They're completely shielded from the troubles of the reveals in her tender-voiced account, things are appear. Although her Papa is generous and well fanatically religious and tyrannical at home--a and suffocating. **13 members attended.**

**July 13** Helen (and Sue) watched an **ALA webinar** at the Branch with Edward and Carlene on the subject of **Programming for Millenials.**

**July 13** Helen attended the **Christmas Tree Lane meeting**, as a liaison between this group and the library.

**July 15 Newsletter Meeting**, attended by Helen.



**July 16 Saturday Coffee and Conversation with the**



**Director** (for an hour). Helen purchased biscuits and made coffee. Six (6) people met with Mindy.

**July 16 Helen facilitated Europe for People Who think They Can't Afford It,** with tour guide **Sheila Stone** (Tours of Britain program) – 32 attendees.

**July 16 “Hollywood Hillbillies” Farnsworth Saturday night concert in the park.** Helen attended the Library Information table.

**July 21 Helen wrote 2 newsletter articles for the library** for Book Clubs.

**July 23 Saturday Movie –The Big Lebowski event.** Helen purchased snacks and bartended – 38 attendees. Patrons were encouraged to dress up as their favorite character.



**July 23 “DBX” (Big Band female vocalists tribute) Music at Farnsworth Concert in the Park** Saturday night. **Helen provided information about the library at the Rotary concession.**

**July 28. Installation of the Chain for the parking lot entrance when the library is closed.** This requires two staff members to attach it across the driveway: one to pull it taut and the other to attach the padlock to the opposing post on the opposite side of the driveway. Chain is not attached if there are cars remaining in the parking lot when leaving.



**July 29. Ryan’s last day before Paternity leave**--Helen purchased ice cream for milkshakes & Mikayla made them for staff. Yummy!

**July 30. History of the Reboza with Miriam Quezada.** Thirty-five (35) people attended.

**The Adult Summer Reading Program ended July 30.** Pam set up the program for this year’s Adult Summer Reading Program. Helen purchased Laemmle’s theater tickets for the weekly drawings, and a \$75 gift card from Vroman’s for the Grand Prize. Helen drew all of the weekly prize winners on each Saturday and Lauren and Helen chose the final ticket for the Grand Prize on July 30.



Weekly winners included: Bronwyn Dawson, Kelly Kerr & Alan Kerr (in June) and Grannie, Robin Phillips, Susie Fundter and Megan Daley (in July) and the Grand Prize went to Kelly Kerr. We had 50 adults in this year’s Summer Reading! That’s a record!



**Display Case 1<sup>st</sup> part of the month: Pokemon**--cards and stuffed animals from the newest craze. A private collection displayed by staff member Kiri Lahey.



**2<sup>nd</sup> part of the month: Miriam Quezada: History of the Reboza**, in conjunction with her program by the same title. Two colorful Rebozo Shawls from Miriam’s personal collection—one of them completely hand stitched using “cross stitch”—along with two books on the subject.



**Book displays:** Cookbooks, New audio, New books, Books on the Wall, Oversized books with travel or National Park theme, books about summer and books with a green cover or green book jacket.

## Branch July 2016 Report – Submitted by Carlene Chiu, Librarian II (Branch Services)

Summer is in full swing at the Branch. We had a total of 5 programs this month! Forty-nine children enjoyed learning about sea stars, sea urchins, sea anemones, hermit crabs and sea slugs and being able to touch them at the Blue Submarine – Lifestyles of the Slimy & Squishy Program on July 5th!



Fifty-four children were delighted by the stunts the Rope Warrior performed on July 12<sup>th</sup>. Fifteen children played games on our game day! Edward brought King of Tokyo and introduced the game to eager teens.

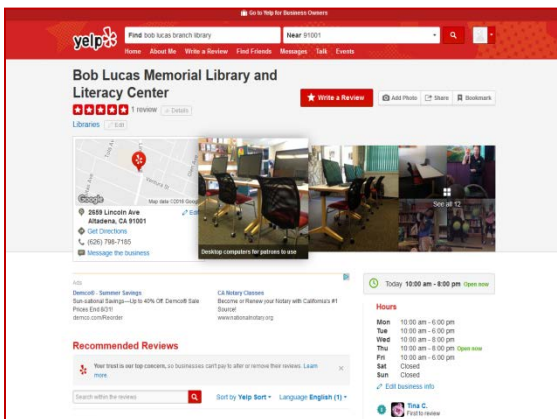
The Summer Reading Program ended with 2 ice cream socials with a showing of Kung Fu Panda 3 on July 26<sup>th</sup> with 24 in attendance.

We had a total of 102 children, 16 teens, and 26 adults signed up for our Summer Reading Program!



We also had a 3 boy scouts volunteer at the Branch for 8 hours each to earn their badges for community citizenship to become eagle scouts. The boys helped out with shelf reading, cleaning DVDs, shelving books, laminating literacy materials, game day, and gave us good advice as to what is popular with teens and what is not. We had another volunteer help us re-pot our plants for 2 hours; bringing our total volunteer hours to 26 this month!

We have removed our 6 outdated computer desktops and the heavy furniture that they sat on and have replaced them with 3 updated all-in-one computers and have deployed our laptops! The space has been opened up creating an airy, light, and warm area! This will enable us to have a much more flexible space for a multitude of purposes.



I have claimed our Branch's Yelp page and have updated the information and added pictures to better promote us. Just go to Yelp and look for us.



We got our Awe computer set up for children. Two eager youngsters jumped on the station eagerly. Awe-some!



## **July 2016 Literacy Department Report**

-Edward William, Literacy Coordinator

-Modesta Nava, ESL Instructor

### **Tutor and Learner activity**

Summer continues to see tutors and learners taking their much needed vacations, which means our activity for August has been slightly lower than previous months. This is a common trend for the Summer months, especially since most of our volunteers are retired. The community still showed interest in the program since we interviewed three potential tutors in mid to late July. These three potential volunteers filled out our tutor application and met with the literacy coordinator to learn more about our program. Two of the three potential tutors are completing their online training, and are expected to finish in early August.

We also added four new learners to our waiting list for tutors. Two of the four learners completed literacy assessments and are now in line to work with any of the new tutors once they finish their tutor training. The literacy program is exploring ideas for online literacy software for learners who wait for a tutor.

## June and July Technology Report

As stated in the May report, Staff Technology Training has been the primary objective. Thus far, staff has received training on the new desktop interfaces, bring your own device (BYOD) wifi printing, self-checkout, and community room technology. The training has been a combination of videos, quick reference sheets, and hands on sessions. Training will continue for other technology topics and equipment to continue to develop service to the community and operational productivity. On that note, an intranet portal has been developed leveraging Office 365's SharePoint portal. It will be part of the upcoming training for staff, and will greatly improve internal communication and operations.

The intranet features a helpdesk system for maintenance and technology, a discussion board, newsfeed, facilities calendar, vacation calendar, whiteboard projects with timelines, training videos/documents, and general file repository. The intranet portal will be available to staff wherever they have internet access.

Deployment of the newer Children's Department computers has been postponed until August due to the Summer Reading program. When the existing computers are swapped out, the Sam 8.5 server will be retired; this is also possible because the Bob Lucas Branch's old desktop computers were retired. Retirement of those systems freed up the floor space at Bob Lucas, and, though those computers were removed, the public has more access to computing at the Bob Lucas Branch than it has ever had before via the Laptop's and Chromebooks (comfort and mobility). There are 7 Laptops, 5 Chromebooks, and 3 large screen Desktops in total. The old desktops were donated to the Church next to the Bob Lucas Branch; the Church intends to use the machines to setup a public computer lab at their facility.

The retirement of the Sam 8.5 server will yield much needed Rackspace for the upcoming E-Rate infrastructure upgrades. Altadena Library District's E-Rate application has move into the PIA Review stage. When the final approval is complete, the Library will move forward with two major projects: conversion of our phone system to VOIP, and an infrastructure (including wifi-access points) upgrade.

### Miscellaneous Notes:

The community room training has been completed by most of the staff; some small component hardware has been installed to simplify switching between devices. Videos will be deployed to train the remaining staff, and introduce the trained staff to the switching device.

Altadena Libraries' Logo has been added to the receipts of the reference perch and two self-checkout machines; additionally, there is an advertisement for the Office 365 service to patrons.

Adjustments are being made to the new patron traffic counters. There is a discrepancy in the number of entrances and exits. In the interim, the old people counters have been co-deployed with the new counters.

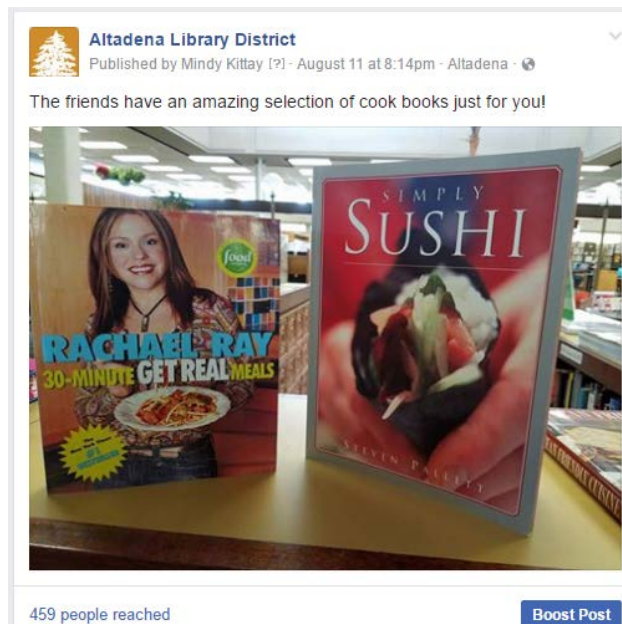
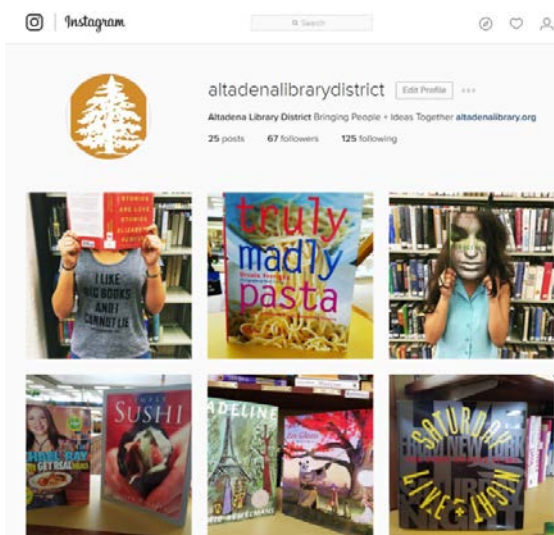
## BOARD OF LIBRARY TRUSTEES DIRECTORS UPDATE

**DEPARTMENT:** District Director      **MEETING DATE:** August 22, 2016  
**PREPARED BY:** Mindy Kittay            **LOCATION:** Community Room

“Each of these 119,487 US libraries has one common purpose behind its mission: to build a healthy community. It is a powerful statement. *No other organization has more potential to impact the overall health and well-being of our nation’s communities than libraries.* So what is the most powerful and influential organization in the US, Canada, and perhaps eventually the entire planet? The answer is libraries. And more to the point, a library with a purpose.”

<https://americanlibrariesmagazine.org/2016/07/20/purpose-based-library/>

- This past month we have been making a concerted effort to increase the visibility of the Friend of the Library bookstore in the Cloud and Social Networking sights. We have been posting a book a day at Facebook, on the Library Website, Pinterest and Instagram.



## TECHNOLOGY:



ALTADENA LIBRARY -  
MAIN  
WWW.ALTADENALIBRARY.ORG  
626-798-0833

NUMBER OF  
ITEMS: 1  
BARCODE: 39270003826785  
TITLE: Amador / una  
produccion de Reposado y  
Mediapro ; escrita y dirigida  
por Fernando Lon de  
Aranoa ; prod  
DUE: 8/4/2016

7/28/2016 4:34 F



ASK OUR STAFF ABOUT  
YOUR FREE COPY OF  
OFFICE 365 AND YOUR  
ONE TERABYTE OF  
FREE STORAGE :)

- Christopher has been working on making our receipts more attractive and adding information for our patrons: As you can see they now have the tree as well as a note that can be changed and updated regularly to draw attention to a program or new service.
- One suggestion made by the Leadership Team for improving communication, was to create an Intranet. Christopher has done this and we are preparing to train staff before the end of September so that this communication tool can go live. It is really quite interesting as in addition to being a place where staff can post requests and information, staff can also create help tickets for IT and for Facilities. There is a suggestion box and places to store documents that staff need to access regularly. It also includes our training videos and handouts and the whiteboard. The Intranet can be accessed from anywhere that the employee has internet access – not just at work.

### Summer Reading 2016:

And from Cassandra here are our final statistic for Summer Reading 2016. Summer Reading is our largest program effort of the year and really takes a lot of work and planning from staff. My congratulations to all staff for putting on a tremendous SRP program this year!:

#### Main and Branch Combined Summer Reading Stats

##### Registrations

Children 459

Teens 113

Adults 85

##### Completed the program/ 5 book challenge

207 kids

47 teens

23 adults

##### Programs and attendance

14 kids programs 1200 attendees

16 teen programs 229 attendees

11 adult programs 208 attendees

BRANCH	2016	2015
No. of programs	11	9
Program attendance	351	283
Children signed up	102	120
Teens signed up	16	10
Adult s signed up	26	19

The above numbers are just for branch as compared to last year –

## FACILITIES:

This month we have been focusing on a number of facilities issues and challenges:

- With the hot weather, the HVAC system is struggling. It now appears to have a leak in the collant so we are having to pay for refills until it can be repaired. In order for it to be repaired we must find the leaks first and this is going to require the system be shut down for almost a week. Accordingly, we have scheduled this for November 2016.
- The trees at main have not been maintained for a number of years and we have a number of issues that are of concern. The palms were losing fronds and we worried

about a person or vehicle getting hit by one, there are some dangerous looking branches hanging over into the parking lot from the Deodars, there are a number of trees on the West side of the building that are sick with a disease that cannot be cured and they need to be removed. The remainder of the trees need general upkeep. We have contracted with a vendor who has worked on some aspects of our trees in the past and they are working through correcting all of the issues noted above. Once that is done we will set up a regular schedule for maintenance of the trees.



choice between laptops or table top computers.

- The Water Conservation Demonstration Garden needs extra care beyond what staff can provide. Accordingly we have contracted someone to do weekly watering and care for the Garden.
- The Branch Library was able to remove their old computer and the computer table they were located on so that now all the new furniture is set up as designed and the public has a



**ALL STAFF MEETING:**

- The August All Staff Meeting included a visit from HRNetwork. They answered questions of staff and clarified their role as part of the Altadena Library District. They are in the process of completing an updated Employee Manual as well as SOP (Standard Operating Procedure) Lists so that staff know who to go to for what. HRNetwork will be at the September All Staff Meeting as well to continue the discussion, go over the SOPs and answer further questions.

**ABOVE AND BEYOND AWARD:**

This quarter's Above and Beyond Award for outstanding service goes to Toni and Natalie in the Passports Office! In the past year, revenue from the Business Office has increased

by almost double, and this is due largely in part to their dedication, professionalism, and customer service.

Natalie and Toni are deeply committed to providing an excellent experience for anyone who comes into their office. The hours that the Business Office is open to the public has increased in the past year and it is Toni's and Natalie's dedication to their work that has made this possible.

They are described by their fellow library staff as "diligent, polite, cheerful, unassuming, and tireless."

One staff member remarked that they work great together and are always willing to help in any way possible. Another staff member said that they perform their daily duties with a smile – in Spanish and in English – over and over again, maintaining their thoughtfulness and thoroughness. A third staff member noted their continually positive attitudes and steadfast efforts in providing Passport and Business services to the Altadena Community and beyond.

Please join me in congratulating Natalie and Toni on a job well done.

A month or so ago I helped a patron with her resume and cover letter. Just a few tweaks and ideas, here and there, to make it stand out. Yesterday she came in to the library to give me a hug and tell me that she got the job! This is what makes my job so special. And I believe it is what makes all of our staff's job so special. I know that each and every day they lend a hand and help someone. We may never hear the end affect but we can and do know that we are helping our community achieve its full potential each and every day!

\*\*\*\*\*

Submitted on Friday, July 22, 2016 - 7:38pm Submitted by anonymous user: [172.251.111.183]  
Submitted values are:

Name: Kellee O'Rourke

Phone Number: 626-354-7658

Email: [kelleeorourke@yahoo.com](mailto:kelleeorourke@yahoo.com)

Question/Comment: Our family attended the Jose Luis Orozco concert at the Altadena Library and it was simply WONDERFUL! Thank you so very much for bringing this educational, gifted and fun performer to our community. My 1 year old was thrilled to learn new songs about proper nutrition in Spanish nonetheless! We hope you'll bring this performer back again and again!

Thank you for all that you do.



## M E M O R A N D U M

**DATE:** August 10, 2016

**TO:** All Staff

**FROM:** Leadership Team Committee for the Operating Plan (Mindy Kittay, Ryan Roy (absent), Tina Wallin, Christopher Kellermeyer, Laureen McCoy, Carlene Chiu, Cassandra Stearns, Carrie Wilson, Edward William, Helen Milner, Sebastian Zelepin (Absent), Kiri Lahey (Absent), Mikayla (filling in for Sebastian and Kiri).

**RE:** Leadership Meeting, Friday 8/5, 10:30 am – UPDATE ON OPERATIONAL PLANNING FOR 2016/2017

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This meeting addressed action items that arose from the Leadership meeting in July, specifically staff morale and communication.

**Core Values:** Staff received the examples of other Libraries' Core Values in preparation for the exercise at the September All Staff Meeting. We are attaching a copy to this Memo and will also post in the Intranet (more info about the Intranet follows later in this Memo), for staff who were not at the meeting. Just a reminder that at the September All Staff Meeting *we will each post at least one Core Value* and then we will use the "dot" exercise to come to consensus on our final Core Values.

**Staff Morale:** At our last meeting we spoke about encouraging staff suggestions for improving Morale. At this meeting Leadership, responding to conversations they had with staff over the past few weeks, requested that Administration suggest to the Board of Trustees a meeting (possibly at the October All Staff Meeting) for *a forum between some board members and any and all employees.*

The board has entrusted the leadership team with creating and enacting a plan to move our organization forward and Leadership Team felt that in order to effectively meet this goal, there needs to be some clarification and conversation about the two memos from the ad-hoc Temporary Personnel Committee (one dated 6/1/16 and the other dated 6/24/16).

The goals of this forum would be to serve as a means to achieve the following:

- Opportunity for staff to pose questions to the board directly as well as clarify any comments or questions that have arisen after review of the letters and to address any misunderstandings.
- Offer a chance to achieve a dialogue instead of a monologue between staff and board/administration.
- Provide an opportunity to speak to the board directly in a manner that is respectful and open without the pressure of speaking at the public forum of board meetings.
- HR representatives will either be present or be provided with a video of the meeting allowing them an opportunity to better serve our HR needs by furthering their understanding of the dynamics, concerns and culture of the library staff.

**Communication** was another area where we have taken some steps forward:

The new Human Resources firm HR NETwork, Inc. attended the August All Staff Meeting and provided staff with some basic information about their role, answered questions and determined that we needed to create a SOP (Standard Operating Procedure) document that would clarify the employee communication process, (ie who do we go to for what?). HR NETwork spoke briefly about the tasks they are working on right now, finishing the updates to the employee manual and reviewing job descriptions.

Leadership discussed the difference between what HRNetwork was doing with job descriptions and what the Leadership Team was tasked with. HRNETwork is reviewing job descriptions to make sure they have all the proper legal jargon. Leadership is working on a review process as follows:

- 1) Determine what the Community would like to have the Library provide for them.
- 2) Outline what that looks like in actual day to day work as tasks and responsibilities.
- 3) Review how those tasks and responsibilities could be divided between staff.
- 4) Review existing job descriptions to determine if tasks and responsibilities need to be added, removed, changed or moved to a different job description.
- 5) Determine where additional training and mentoring might be needed by staff to meet the needs of the community.

This process will include discussions with all staff and eventually will lead to revised job descriptions and an evaluation process that effectively and efficiently reflects what staff actually does.



**Staff Portal:** Intranet portal via Office 365 (Go to [Intranet](#))

The idea to create a staff portal was brought forth as a means of providing staff clear avenues of communication. A brief overview of what the portal will include is as follows:

- All staff will be able to view and create posts and modify documents.
- Information on the portal is available to all staff and will be the same for all staff.
- Portal features include:
  - Whiteboard – approved projects will be listed in this area as well as timelines for those projects. (Updated by Administration)
  - Newsfeed – Posts can be created by all employees. Posts can be “liked” or commented on.
  - Help Desk and Support – Staff can create tickets for issues (technological & maintenance) that arise in the library.
    - Tickets are assigned to a person who will get a notification about the issue
    - Tickets can be edited and commented on as situation changes and is resolved.
  - Technology Core Competency Videos – Informational videos for library procedures can be found here.
  - Calendar –Facilities and Vacation Calendars can both be found here
  - Suggestion Box will be created for staff suggestions.
- More information will be provided about how to use the portal within the coming weeks and while you can access it now - Go to [Intranet](#) – it has not gone live yet. Once the Intranet goes live staff will be required to check into it on a regular basis.
- Rules of Use for the Portal will be supplied when it goes live.
  - How often does staff have to check the portal?
  - What can be posted on the portal? (Personal vs. Work)?
  - What should be sent via email versus what should be posted on the Portal?

**Team Building:** The Branch Library will be hosting an Open House and will invite all staff to visit and learn about their particular challenges and opportunities and to also learn about our Literacy and ESL Programs. Look for an email from Carlene in the very near future!

**The Leadership Team encourages all staff to talk to any of the members of the Leadership Team, at any time, about the topics we have been discussing or any other ideas/concerns/recommendations that you may have.**

The next meeting of the Leadership Operational Planning Team is 10am on August 12<sup>th</sup>.



# ALTADENA LIBRARY DISTRICT

## LIBRARY BOARD OF TRUSTEES

### STAFF REPORT

**DEPARTMENT:** Youth Services

**MEETING DATE:** August 22, 2016

**PREPARED BY:** Cassandra Stearns

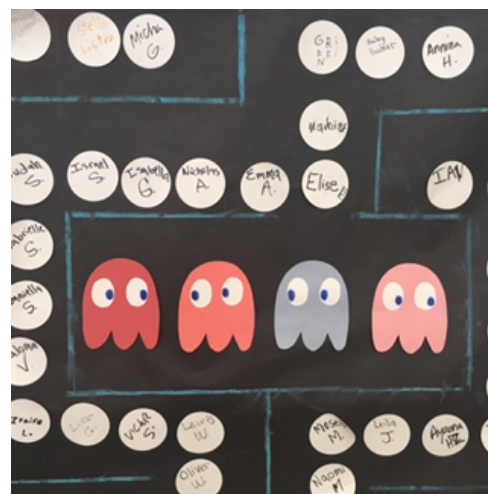
**AGENDA LOCATION:** Community Room

**TITLE:** 2016 Children and Teen Summer Reading Club Final Report

#### PROGRAM OVERVIEW:

The Children's and Teen Summer Reading Programs, sponsored by the Friends of the Altadena Library, were programs offered to Altadena area children and teens to promote the retention of academic skills, reading for pleasure, teen participation in teen focused programming, volunteerism and encourage children and teen patronage of library and library services.

The Summer Reading incentive program, Read for the Win, offered weekly incentives, weekly raffles, children and teen focused programs and events, special program raffle prizes, and an opportunity to win a grand prize. This year's grand prizes were a \$200 Visa gift card for the children's program and a \$250 Visa gift card for the teens.



#### PARTICIPATION:

- 556 Altadena area children (ages 0-12) participated in the Children's program at the Main and Branch libraries.
- 97 Altadena area teens (ages 12-18) participated in the Teen program at Main and Branch Libraries.
- 214 children completed the 5 book challenge. Each child that read a minimum of 5 books during the program received a Pac Man pellet to add to our Community of Readers wall.
- 42 Teens read a minimum of 5 books.
- 23 Children and Teen programs were offered for SRP 2016 with a total attendance of 1429.



- 7 Children’s programs were offered with a total attendance of 1200.
  - Wildlife Learning Center—June 14 (208)
  - Mad Science – June 21 (237)
  - Mr. Twister Balloon Man—June 28 (228)
  - Blue Submarine– July 5 (164)
  - The RopeWarrior – July 12 (180)
  - Game Day – July 19 (61)
  - SRP Finale and Ice Cream Social (122)

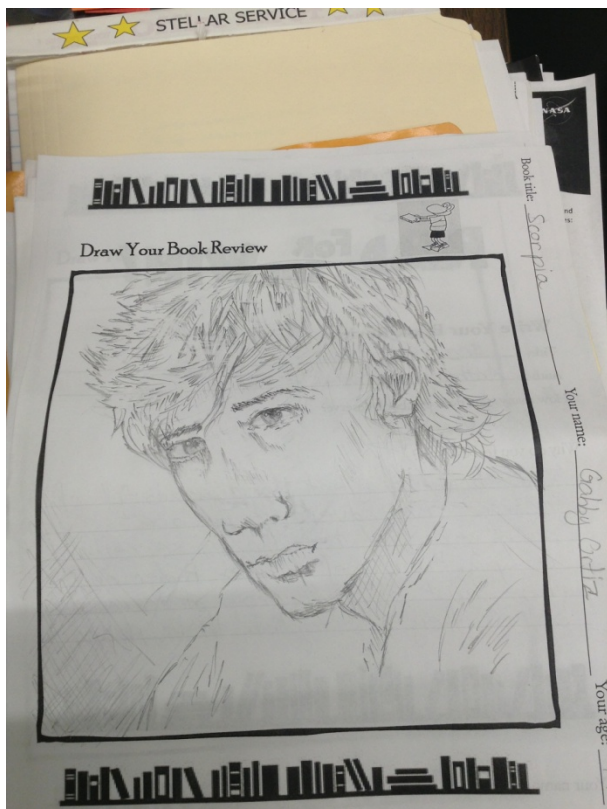
- 16 Teen focused programs were offered with total attendance of 229.

18-Jun	Teen Hike Meet up	6
20-Jun	3d Printing Advanced Studio	3
24-Jun	Game Day	31
28-Jun	Magic: The Gathering Tournament	19
29-Jun	Teen Game Design	2
30-Jun	Teen Game Design	6



7-Jul	3D printing advanced open studio	5
8-Jul	Star Wars: The Force Awakens	37
15-Jul	Anime Drawing Workshop	21
18-Jul	3D printing advanced open studio	4
19-Jul	MTG (wrap up, final rounds!)	6
21-Jul	Game Design --drop in	3
22-Jul	Just Dance Tournament	25
27-Jul	Game Design --drop in	3
28-Jul	Teen Summer Reading FINALE	34
29-Jul	Teen Film--Allegiant	24





**DONATIONS:**

The Altadena Library District Summer Reading program success was aided through the sponsorship of the Friends of the Altadena and through donations from many organizations and businesses in Altadena and the greater LA area.

**PROMOTION:**

Promotional materials and alerts were sent to local area schools, newspapers, blogs, social networks, and media organizations. Various Fliers & posters promoting the program were posted at both Altadena Library District location and fliers were available at library service desks. Weekly program alerts were emailed to all Teen Summer Reading Program participants.

**RECOMMENDATION:**

That the Board of Library Trustees receive and file the report.

## Altadena Library District 2016 Summer Reading Club

### CHILDRENS STATISTICS – Main & Branch

#### 1. REGISTRATION:

No. Registered	2015	2016
Main	342	357
Branch	119	102
<b>TOTAL</b>	<b>461</b>	<b>556</b>



#### 2. 5 BOOK CHALLENGE:

No. Read Min. of 5 Books	2015	2016
Main		186
Branch		21
<b>TOTAL</b>	<b>214</b>	<b>207</b>

#### 3. ATTENDANCE STATISTICS:

Week #	Main	Branch	TOTAL
KICK OFF – June 14	157	51	208
1- June 21	181	56	237
2 – June 28	140	88	228
3 – July 05	115	49	164
4 – July 12	126	54	180
5 – July 19	46	15	61
FINALE – July 26	98	24	122
<b>Grand Totals</b>	<b>863</b>	<b>337</b>	<b>1200</b>



## **BOARD OF LIBRARY TRUSTEES CALENDAR – 2016/2017**

JULY	Publicity for Trustees Election – Odd Year Filing for Trustees Election – Odd Year Appointment of Liaison to the Friends Board & Foundation Board
AUGUST	Presentation: Summer Reading Program Presentation: Above & Beyond Award – 2 <sup>nd</sup> Quarter Presentation: Employee Recognition – Anniversaries Final Review of Previous Year Operating Plan
SEPTEMBER	Update on CalPERS Benefits/ Open Enrollment
OCTOBER	Health Care Premiums – Resolution – as needed Quarterly Budget Review of Current Budget Audit Report for Previous Fiscal Year
NOVEMBER	Annual Report for Previous Fiscal Year (Internal and External) Trustees Election – Odd Year Conference: CLA Conference Schedule: Board Meetings for Following Year Schedule: Holidays for Following Year Presentation: Above & Beyond Award – 3 <sup>rd</sup> Quarter
DECEMBER	No Meeting
JANUARY	Bank Signature Cards – as needed Election of Officers Mid-Year Budget Review of current budget Mid-Year Operating Plan Review
FEBRUARY	Schedule: Volunteer Recognition Events Investment Policy Review Presentation: Above & Beyond Award – 4 <sup>th</sup> Quarter
MARCH	Conflict of Interest Forms Review of Circulation Policies including Fines and Fees Schedule Annual Review of Strategic Plan
APRIL	Auditor bids – every three years or as needed Preliminary Budget Review of Proposed Budget for forthcoming fiscal year National Library Week Event: Volunteer Recognition Event Quarterly Budget Review of current budget
MAY	Preliminary Review of Budget Book for forthcoming Fiscal Year Preliminary Review of Operating Plan for Upcoming Year Event: Friends Annual Meeting Event: Friends Annual Booksale Review Property Insurance Presentation: Above & Beyond Award – 1 <sup>st</sup> Quarter

JUNE

Provide Final Budget Book for Upcoming Fiscal Year

Schedule: Master Calendar for Board of Library Trustees for Following Fiscal Year

Gann Appropriations Limit

Resolution to ask Auditor/Controller of Los Angeles County to Prepare New tax roll for Account No. 57.12

Salary Schedule

Final Review of Operating Plan Objectives for the Coming Fiscal Year

August 15, 2016

Adalila Zelada-Garcia  
Secretary  
Board of Trustees  
Altadena Library District  
600 E. Mariposa Street  
Altadena, CA 91001

Dear Adalila:

It is with great sadness that I hereby tender my resignation as President and Trustee of the Altadena Library District, effective August 31, 2016.

As you may know, I have been dealing with some serious family issues for the past couple years, which now require me to spend considerable time on the East Coast.

I'm proud of what we have been able to accomplish with the Altadena Library District over the past few years and thank you, my fellow trustees, Director Mindy Kittay, Foundation Members, Friends Members, volunteers and our patrons for all your support.

Best wishes to all ALD stakeholders as you move forward with even more new and exciting plans for the future!

Kind Regards,

Meredith McKenzie  
President, Board of Trustees  
Altadena Library District

2548 El Molino Avenue  
Altadena, CA 91001  
626-696-3824  
arroyolover@gmail.com

Cc: Gwen McMullins, John McDonald, David Tuck, Mindy Kittay



July 22, 2016

Mindy Kittay  
Altadena Library District  
600 E. Mariposa St.  
Altadena, CA 91001-2211

Dear Ms. Kittay:

We're happy to provide funds for the fiscal year that began July 1, to support your California Library Literacy Services program and the important work you, your staff and volunteers do in your community.

There are three parts to the library's funding formula:

1. A *baseline* amount (\$18,000) for each approved literacy program to provide libraries with the funding needed to deliver a minimum level of local literacy staffing and services;
2. A *per capita* amount per adult learner served in the previous year; and
3. A *match* on local funds raised and expended for adult literacy services—reflecting a commitment to a continuing state/local partnership and providing an incentive for increased local support for adult literacy.

The recently signed state budget continues California Library Literacy Services funding at \$4.82 million, a \$2 million increase over the funding level two years ago. Last year, the increased investment by the Brown administration allowed five new library jurisdictions to join the state literacy program.

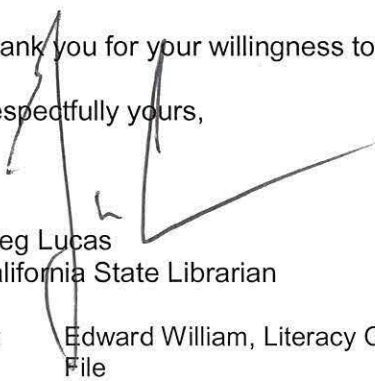
Applications are being accepted for the current fiscal year; we anticipate there will be more jurisdictions eager to help even more learners at other libraries across the state.

At this time, we're providing the \$18,000 baseline amount for your program. The remainder will be sent in the fall after a review of the reports you submit to us in August.

The payment process begins once we receive your signed Claim Form (attached). Please direct any questions to: Lisa Dale at (916) 653-7743 or [lisa.dale@library.ca.gov](mailto:lisa.dale@library.ca.gov).

Thank you for your willingness to do so much for so many people in need.

Respectfully yours,



Greg Lucas  
California State Librarian

cc: Edward William, Literacy Coordinator [ewilliam@altadenalibrary.org](mailto:ewilliam@altadenalibrary.org)  
File

Enc.: Claim Form

State of California
California Library Literacy and English Acquisition Services Program (CLLS)
California Education Code; Section 18880-18883
Budget Citation Chapter 23 – Budget Item 6120-213-0001

Table with 3 columns: Reporting Structure: 61202000, COA: 5432000, Approp. Ref: 213; Purchasing Authority Number: CSL-6120, Category: 84121600, Program #: 5312

FY 2016/17 Amount Claimed - 1st Payment - \$ \$18,000

The Altadena Public Library claims the indicated allowance for the purposes of carrying out the functions stated in its CLLS application and in Sections 18880-18883 of the California Education Code.

I hereby certify under penalty of perjury: that the library named above shall use their allowance solely for the purposes indicated in their CLLS application and in Sections 18880-18883 of the California Education Code.

Handwritten signature of Mindy Kittay, Library Director (Signature)

Typed Name of Signatory: Mindy Kittay

CLAIM FOR PAYMENT OF GRANT

Claim of: Altadena Library District
Name of Authorized Library

Address: 600 E. Mariposa St., Altadena, CA 91001-2211

CERTIFICATION

I hereby certify under penalty of perjury: that I am the duly authorized officer of the claimant herein; that the claim is in all true, correct and in accordance with law and that payment has not previously been received for the amount claimed herein.

By: Handwritten signature of Mindy Kittay, Director
Official Representative or Fiscal Agent (Signature Required) Title

\*Note: Warrant to be issued for payment to the library to be addressed to:

Altadena Library District
(Authorized agency to receive, disburse and account for CLLS funds)

Altadena Library District, 600 E Mariposa St., Altadena, CA 91001-2211
(Address of above agency)

Approval by State:

Mail to:
California State Library,
Fiscal/Local Assistance
P.O. Box 942837
Sacramento, CA 94237-0001

State Library Local Assistance Office Use Only
California Library Literacy Services \$ \_\_\_\_\_
BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Warrant address must match that on file with the California State Library. Authorized agency for receipt of CLLS funds may Contact Sharon Croley (Sharon.Croley@library.ca.gov) if information needs to be corrected or updated.

**From:** Mindy Kittay [mindykittay@gmail.com]  
**Sent:** Friday, August 5, 2016 9:12 PM  
**To:** Mindy Kittay  
**Subject:** Fwd: How Did a Bear Cross the 101 Freeway?

14

----- Original Message -----

**Subject:** How Did a Bear Cross the 101 Freeway?  
**From:** Altadena Patch <noreply@patch.com>  
**Sent:** Friday, August 5, 2016, 6:11 AM  
**To:** mindykittay@gmail.com  
**CC:**

message, [click here](#) to view.  
to your address book to ensure delivery.



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Altadena  
**Patch**

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## Altadena Library District - Youth Services

Read to Cedar this Saturday, August 6! <http://www...>

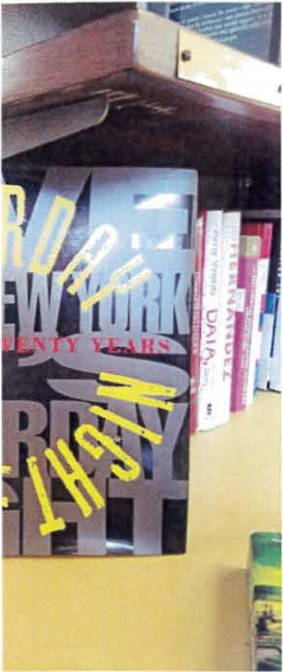
[Read more](#)



## Altadena Library District

Friends of the Library bookstore find of the day!

[Read more](#)



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## Last-Minute Deal Averts Worker Strike at Southern California Grocery Stores

The union representing thousands of grocery store workers announced a deal today to avoid next week's strikes at Albertsons/Vons and Ralphs...

[Read more](#)

Business

THURSDAY, AUGUST 18, 2016

# ALTADENA NOW



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Altadena Now is published daily and will host archives of Timothy Rutt's Altadena blog and his later Altadena Point sites.

Altadena Now encourages solicitation of events information, news items, announcements, photographs and videos.

Please email to: Editor@Altadena-Now.com

James Macpherson, Editor  
Candice Merrill, Events  
Megan Hole, Lifestyles  
David Alvarado, Advertising

### Archives



Contact Us Now

Wednesday, August 10, 2016

## BIP 3 Times: A Series of One Acts by Kres Mersky at Altadena Library



BIP 3 Times: A series of One Acts by Kres Mersky will be performed at the Altadena Main Library on Tuesday, September 27 at 7:00 p.m. BIP 3 Times is a staged presentation of Kres' collection of one-acts and monologues. These pieces are wonderfully absurdist views of life fused with idiosyncratic detail and much pathos. As the Hollywood Reporter has said, "This is a series of sketches that are marvels of rich inventive detail and expression. An evening that is remarkably rejuvenating to the jaded theater-goers spirit."

The Los Angeles Times reports that "with acutely observed detail of character and warm insights, Mersky delicately illuminates the psychics of 14 ladies. 14 of the most delightful people you'd care to meet at a single setting."

Kres Mersky hails from Los Angeles and has performed widely in film, theater and television appearing in such shows as Charlie's Angels, Taxi and Murder She Wrote. Kres has been nominated by the Mark Taper Forum for the Susan Smith Blackburn Prize in playwriting. She also has been a regular contributor to the political magazine, Country Connections, writing film, theater reviews, and political commentary.

For more information, please call (626) 798-0833 or visit [www.AltadenaLibrary.org](http://www.AltadenaLibrary.org).

### Altadena Calendar of Events

August, 2016						
S	M	T	W	T	F	S
				18	19	
21	22	23	24	25	26	
28	29	30	31			

For Pasadena Events, click here

**ANNOUNCING**  
#Altadivas Happy Hour!  
Every Friday Night in July!  
25% off your purchase of \$25 or more.\*  
5:00 p.m. - 7:00 p.m.  
Outdoor, reservations not required.

2430 N. Lake Ave.  
Altadena, CA 91001  
Store: 626.206.2877  
Fax: 626.206.2878  
Email: [altadivas@altadena.com](mailto:altadivas@altadena.com)  
[www.altadena.com](http://www.altadena.com)

Monday - Friday 10:00 a.m. - 7:00 p.m.  
Saturday 10:00 a.m. - 6:00 p.m.  
Sunday Closed

Connect with us on 2017  
Facebook Twitter YouTube

**MonteCedro** **JOB FAIR**  
MonteCedro is having a **August 26th, 9am**  
2212 El Molino Ave., J

Time permitting, we will conduct on-the-spot interviews. You may apply for all jobs listed in our website. Please enter through the front of the building on El Molino Ave. check with the receptionist.

**APPLY NOW**  
Please use street parking.

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**Armen V. Sarkissian**  
CalBRE: 01242603  
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[Armen@ArmenSark.com](mailto:Armen@ArmenSark.com) | [www.ArmenSark.com](http://www.ArmenSark.com)  
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## Adult Beginner Sewing Classes at Altadena Library

From STAFF REPORTS

Published : Tuesday, August 9, 2016 | 9:14 PM

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49K+



Instructor Naomi Lewis will be teaching six consecutive sewing classes at the Altadena Main Library beginning on Saturday, September 24 from 10:00 a.m. to noon and continuing, weekly, through October 29. First, students will learn to operate a sewing machine, then, projects covered in the course will feature a pin cushion; drawstring bag;

pillowcase, small pillow or snap wallet; cross body tote bag, skirt, reversible tote, and a zippered pouch. The class fee of \$25 (due by September 10 to reserve your space) covers basic supplies which includes your own sewing supply bag and pin cushion.

To reserve your space email [aravelo@altadenalibrary.org](mailto:aravelo@altadenalibrary.org) or stop in and ask for Ashley. No phone reservations accepted. For more information, visit [www.AltadenaLibrary.org](http://www.AltadenaLibrary.org).

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### Miranda's Revenge

Blake dumps Gwen after Miranda showed him what he's missing!

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# Pokémon Go Invades Altadena Library

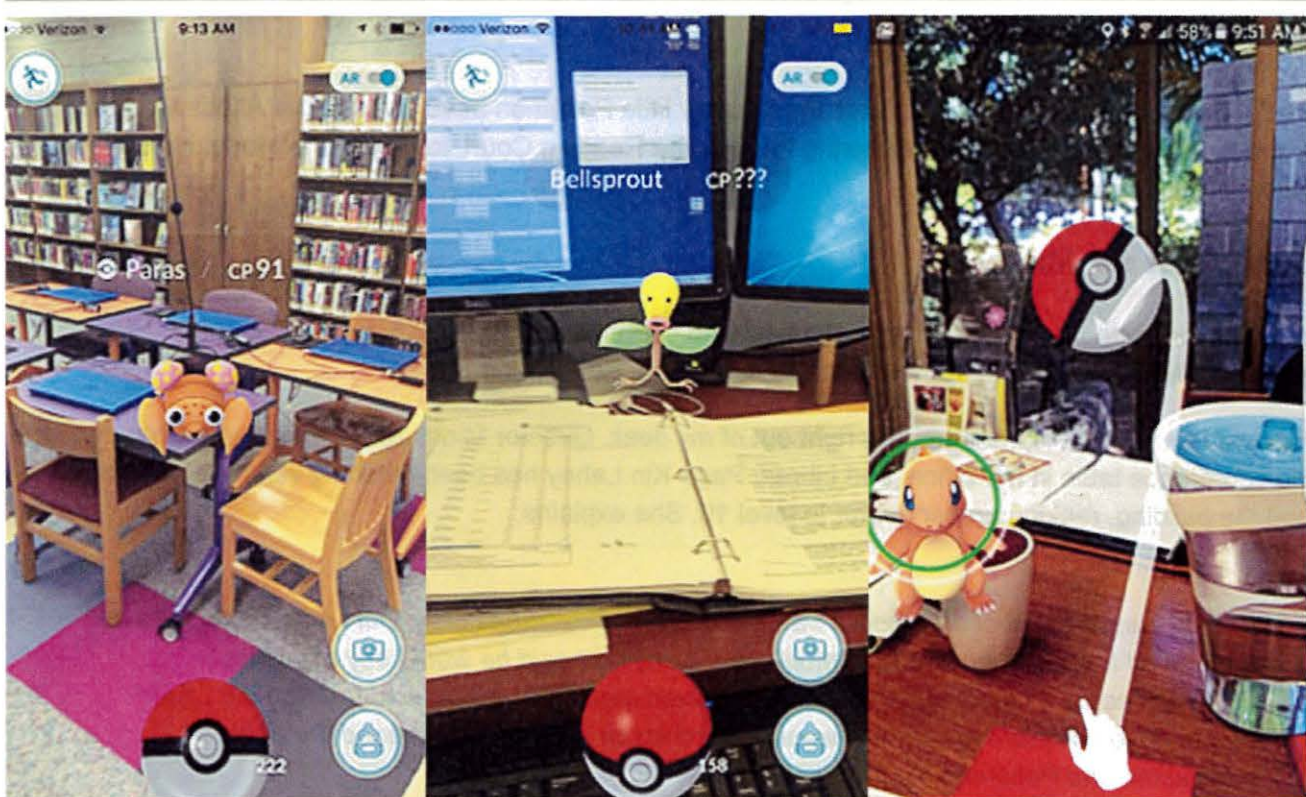
CB [coloradoboulevard.net/pokemon-go-invades-altadena-library/](http://coloradoboulevard.net/pokemon-go-invades-altadena-library/)

August 2, 2016

By Guest Author

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Pokémon GO at the Altadena Library (Photos – altadenalibrary.org).

**Okay, let's be real — chances are that you have either caught a Pokémon in the past week, or you know someone who has.**

*By Ryan Roy*

But just in case you missed the news flash about the massive [Pokémon Go](#) phenomenon, here's the scoop:

Pokémon started out as a video game released back in 1996. The franchise has since exploded into a multimedia juggernaut that includes movies, TV shows, toys, video games, and comic books — all of which have accumulated a gross revenue of over \$46 billion. Yes, forty-six billion dollars. That should put it into perspective.



## Pokémon Go

Pokémon Go is the latest video game to be released in the franchise. It came out on July 6th as a free-to-play augmented reality game for mobile devices. In English, that means: 1) you can download and play it for free, 2) the game is designed to work only on smart phones, tablets, and other mobile devices, and 3) the game uses your device's GPS and camera to help you locate and capture small "pocket monsters" that you can only see through your device.

According to USA Today, Pokémon Go was downloaded 15 million times in the first week of its release. Only five days after its release, the game was drawing in about 21 million active daily users — which would make it the most popular mobile game in U.S. history.

## Library invasion

So that's what it is. But here's the fun part: these crazy little Pokémon have invaded the Altadena Library! They are hiding in the book stacks, skittering through the Reading Court, loafing in the Magazine Lou and gathering in the Community Room.

## Caught inside the library

Here's an abbreviated list of Pokémon that have been caught inside the library to date: Pidgey, Mankey, Rattata, Ryhorn, Ponyta, Geodude, Eevee, and Zobat.

In addition, I found a Belisprout growing right out of my desk. Director Mindy Kittay snagged a Charmander on the conference table in her office, and Library Page Kin Lahey has been catching various Pokémon all around the building, ranking up her avatar to level 10. She explains:

*When I was in the second grade, I wanted to collect Pokémon cards. But I was making D's and F's on tests at school, and to motivate me, my dad said he would buy me some Pokémon cards if I made all A's. I asked if I could make B's, but he said no. So I did what I had to do to complete my set — I went out and made all A's! I just needed the right motivation, and Pokémon did the trick.*

Kin was ultimately able to collect all 150 Pokémon cards in that set (her card collection and Pokémon memorabilia are now on display at the main library). So be sure to stop by and take a look.

## Pokéstops and lures

With two Pokéstops to discover at the Altadena Library's main location, and two more accessible from the Branch location— the Altadena Library District is the perfect place for casual Pokémon hunters and serious trainers alike to grow their collection. And just to help you fill out your Pokédex, the Altadena Library will regularly plant lures\* at the main library's Pokéstop in August. So whether you are currently building your collection or just now planning to start – it's the perfect time to come out to the library, join up with fellow Pokémon enthusiasts, and have a blast with Pokémon Go.

*\*A lure is device in the game that attracts multiple Pokémon to that location!*

Ryan Roy is the Public Services Director of The Altadena Libraries. This article first appeared on Altadena Libraries' [CONNECT Newsletter](#).

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### Guest Author

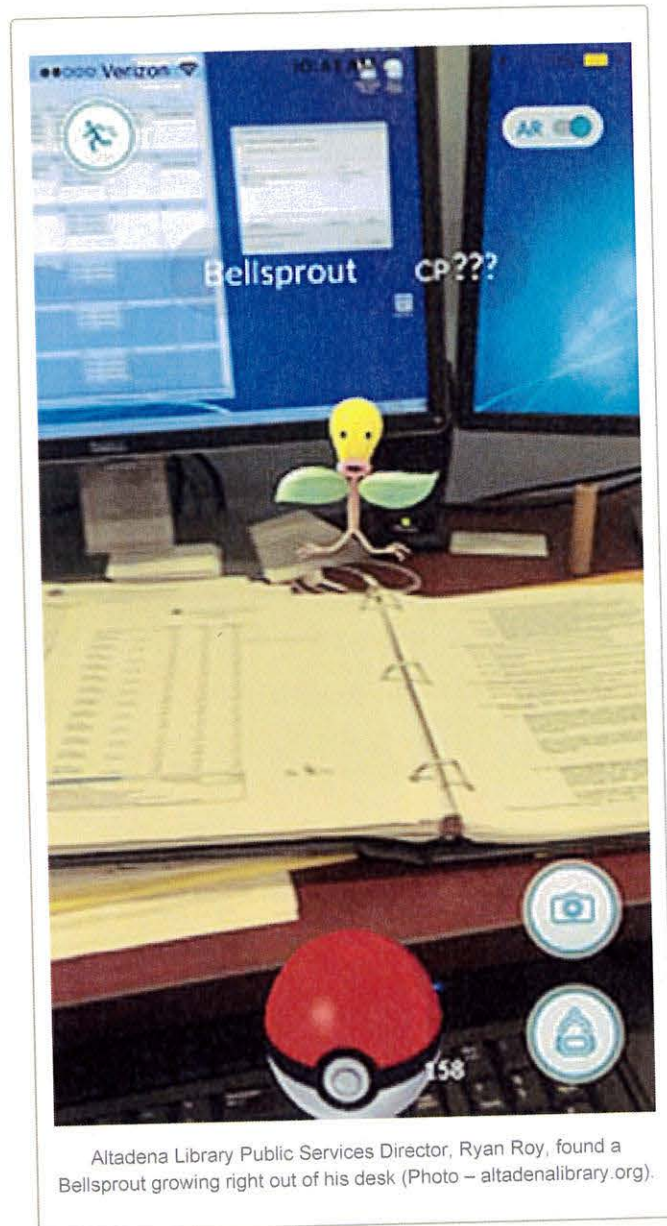
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Altadena Library Public Services Director, Ryan Roy, found a Bellsprout growing right out of his desk (Photo – altadenalibrary.org).



# 'Dream' Weekend

A NOISE WITHIN HOSTS THREE-DAY PLAY-READING FESTIVAL FRIDAY THROUGH SUNDAY

BY CARL KOZLOWSKI

While the Pasadena Playhouse draws plenty of attention for its star-studded mix of premieres, classic revivals and inventive alternatives ranging from solo shows to pantos, the A Noise Within (ANW) theater has also built an impressive following as one of the Los Angeles area's top repertory playhouses. They'll launch their 25th anniversary season celebration with "The American Dream," a special weekend of free staged readings of American plays taking place from Friday through Sunday.

While ANW has offered a free play-reading series for the past decade, featuring seven or eight top plays each year during breaks in the theater's regular season, this is the first time it has presented a full festival of readings. According to Julia Rodriguez-Elliott, who co-founded the theater with her husband Geoff Elliott and shares the position of artistic director with him, the readings offer an alternate way of engaging with classic works that can help draw in new fans.

"We always have people who've never been here before come for readings," says Rodriguez-Elliott. "It's very different from a performance, but when you pare it down to the words, it comes down to the words on the page. It's completely on book, some might use a costume effect here and there, but the

script is the most important thing."

The three-day festival features six free staged readings of works from great American playwrights: "Broken Glass" by Arthur Miller, directed by Alan Blumenfeld; "Angels in America, Part One: Millennium Approaches" by Tony Kushner, directed by Apollo Dukakis; "A Raisin in the Sun" by Lorraine Hansberry, directed by Sandra McClain; two Christopher Durang one-acts ("The Actor's Nightmare," directed by Abby Craden, and "Sister Mary Ignatius Explains It All To You," directed by Stephanie Shroyer); and "27 Wagons Full of Cotton" by Tennessee Williams, directed by William Denis Hunt. All readings take place on the Redmond Stage or in the Lawrence Rehearsal Hall.

The festival begins with "Broken Glass" at 7 p.m. Friday, followed by a post-show reception and meal. Saturday begins with "Angels in America, Part One: Millennium Approaches," at 2 p.m., followed by a dinner break, then at 7 p.m. attendees can choose to see either the Durang one-acts or "27 Wagons." Sunday begins with "A Raisin in the Sun" at 3 p.m. followed by a dinner break and again at 7 p.m., audiences can enjoy either the Durang one-acts or "27 Wagons."

Optional receptions and meals

throughout the weekend are available for purchase at \$25 each. The festival is partially intended as a fundraiser for the theater's Artists' Freedom Fund for special projects as well. Dream Passes offering priority seating and special events between readings — including a Friday after-show party, dinner between shows Saturday and raffles and Q&A sessions with actors throughout the weekend — are available for \$125.

"We wanted to draw attention to our Artists' Freedom Fund, to raise money for actors to have access to funds for special projects," says Rodriguez-Elliott. "Sometimes it's a special collaboration with Caltech, sometimes it's a special project that one actor may want to develop a one-person show, or a special project to bring somebody in and work with artists on a particular skill. We know that we're focusing on great American playwrights this weekend, and the ones that happened for us are the perfect ones to do. It'll be an amazing experience." ■

A Noise Within presents "The American Dream" reading festival Friday through Sunday at 3352 E. Foothill Blvd., Pasadena. Admission is free, although reservations are required and special-event Dream Pass tickets are available for \$125. Call (626) 656-3100 or visit [noisewithin.org](http://noisewithin.org).

free, staged play readings, "The American Dream," featuring works by great American playwrights, starting at 7 p.m. Friday with "Broken Glass" by Arthur Miller. The series continues through Sunday. Call for reservations and visit the website for a full schedule of readings.

**Norton Simon Museum**  
411 W. Colorado Blvd., Pasadena  
(626) 449-6840  
[nortonsimon.org](http://nortonsimon.org)

Thursday Summer Fun invites families with children age 4 to 10 to study highlights of the museum's collections, then create their own masterpieces using mixed media on miniature canvas panels from 1 to 3 p.m., free with museum admission of \$12 for adults, \$9 for seniors and free for members, students and those 18 and younger.

**One Colorado**  
41 Hugus Alley, Pasadena  
(626) 564-1066  
[onecolorado.com](http://onecolorado.com)

In honor of National Ice Cream Month, Pasadena-based ice cream maker Choctál hands out 200 free cups of its single-origin varietals from noon to 2 p.m.

**Pasadena Museum of California Art**  
490 E. Union St., Pasadena  
(626) 568-3665  
[pmcaonline.org](http://pmcaonline.org)  
Free Third Thursday means free admission from 5 to 8 p.m.

**Pasadena Playhouse**  
39 S. El Molino Ave., Pasadena  
(626) 356-7529  
[pasadenaplayhouse.org](http://pasadenaplayhouse.org)

The Playhouse presents "Hershey Felder as Irving Berlin," opening at 7:30 p.m. tonight and continuing at 7:30 p.m. Wednesdays and Thursdays, 8 p.m. Fridays, 2 and 8 p.m. Saturdays and 2 and 7 p.m. Sundays through Aug. 7. Tickets are \$22 to \$102.

**Pasadena Public Library, Central Branch**  
285 E. Walnut St., Pasadena  
(626) 744-6066  
[cityofpasadena.net/library](http://cityofpasadena.net/library)  
The LA Law Library presents a class on QuickLook: Introduction to Westlaw Next from 1 to 2 p.m.

**Pasadena Senior Center**  
85 E. Holly St., Pasadena  
(626) 795-4331  
[pasadenaseniorcenter.org](http://pasadenaseniorcenter.org)  
Representatives of First Priority Financial discuss "Reverse Mortgages: Myths, Realities and Strategies" at 10 a.m. The Braille Institute offers low vision screenings from 10 a.m. to 2 p.m. Call for one-hour appointments. Health Services Advisory Group offers a diabetes empowerment education program, running from 2 to 4 p.m. Thursdays through Aug. 25.

**San Gabriel Valley Orchid Hobbyists Meeting**  
Los Angeles County Arboretum and Botanic Garden  
301 N. Baldwin Ave., Pasadena  
[sgvoh.org](http://sgvoh.org)

The group meets at 7 p.m. with speaker Curtis Gean discussing "The Length We Grow To," free and open to the public.

**Sierra Madre Shakespeare Festival**  
Memorial Park

**Levitt Pavilion Summer Concert Series**

Memorial Park  
Corner of Raymond Avenue and Walnut Street, Pasadena  
(626) 683-3230  
[levittpavilionpasadena.org](http://levittpavilionpasadena.org)

The free series features Americana music by Billy Strings at 8 p.m. The series continues Thursdays through Sundays through Aug. 21, then Fridays through Sundays thereafter through Sept. 24.

**Old Pasadena Summer Cinema**  
One Colorado

41 Hugus Alley, Pasadena  
Distant Lands  
20 S. Raymond Ave., Pasadena  
[oldpasadena.org](http://oldpasadena.org)

The film series presents "Into the Wild" at 8 p.m. at Distant Lands and "10 Things I Hate About You" at 8:30 p.m. at One Colorado. Free.

**Pasadena Public Library, Villa Parke Branch**  
363 E. Villa St., Pasadena  
(626) 744-6510  
[cityofpasadena.net/library](http://cityofpasadena.net/library)

Teens, their friends and family are invited to play board games from 3 to 5 p.m.

**Vroman's Bookstore**  
695 E. Colorado Blvd., Pasadena  
(626) 449-5320  
[vromansbookstore.com](http://vromansbookstore.com)

Francesca Lia Block and Carmen Staton discuss and sign "Fairies in the Kitchen: Recipes from the Weetzie Bat Series" at 7 p.m.

## SATURDAY

**Altadena Library**  
600 E. Mariposa St., Altadena  
(626) 798-0833  
[altadenalibrary.org](http://altadenalibrary.org)

Catch a free screening of "The Big Lebowski" starring Jeff Bridges at 3 p.m. Guests are welcome to dress as their favorite character from the film.

**A Noise Within**  
3352 E. Foothill Blvd., Pasadena  
(626) 356-3100  
[anoisewithin.org](http://anoisewithin.org)

The theater company continues a weekend of free, staged play readings, "The American Dream," featuring works by great American playwrights at 2 p.m. Saturday with "Angels in America, Part One: Millennium Approaches" by Tony Kushner, continuing with a choice of Tennessee Williams' "27 Wagons Full of Cotton" or two one-act plays by Christopher Durang starting at 7 p.m. Saturday and Sunday. Call for reservations.

**Aztec Dance Yankuitl Performance**  
Villa Parke Community Center  
363 E. Villa St., Pasadena  
(323) 363-5931

# The Road to Immortality

'MARILYN!' ILLUSTRATES HOW MARILYN MONROE WENT FROM FOSTER CHILD TO SUPERSTAR AT THE ALEX THEATRE FRIDAY NIGHT

BY CARL KOZLOWSKI

Like countless other movie buffs, Tegan Summer has been a huge Marilyn Monroe fan for decades. But as a veteran producer of live events and movies under the banner of Prospect House Entertainment, Summer's in a unique position to do something special in honor of the silver screen goddess.

On Friday, Summer will debut his musical "Marilyn!" for one night only at the Alex Theatre in Glendale, directing a 26-person cast and 10-member orchestra in a live theatrical extravaganza that examines Monroe's life through the two halves of her persona. Kelley Jakle portrays her in the public Marilyn portions of her life story, while Kelley Dorney depicts her private side via her portrayal of Norma Jean Baker, the woman who transformed into Marilyn.

"I've been a musical theater baby from London my whole life, and Marilyn's 90th birthday was on June 1, so basically it was an easy decision to make," says Summer, who is also teaming with Glendale Arts to produce the show. "I've always been a Marilyn fan, so we said hey let's do a Marilyn musical. I started writing it, I'm on the board of classic-film-related venues including Hollywood Heritage and the Alex, so I thought it was right in my interest because I'm a classic film fan myself. It all came together perfectly."

"Marilyn!" takes place in the present day, and follows a young journalist from England named Michelle as she is researching Marilyn Monroe

to commemorate the actress' 90th birthday. She visits Charlie Paige, one of Marilyn's drivers, who is now living a life of solitude. Two stories emerge as Charlie bonds with Michelle — he recalls Marilyn Monroe's phenomenal life in flashback and reveals the real reason behind his living in a woodland cabin alone.

Summer came up with the inventive story structure because he believes Monroe's story is so universal, many people feel they know it already. He had written shorter musicals before, but "Marilyn!" marks his debut as a full-length play creator.

Teaming with composer Gregory Nabours, Summer averaged writing a song per day during the creative process, but the show itself has 20 songs. Summer also drew from the stories of Bill Purcell, one of Monroe's former boyfriends at her peak, and actor Don Murray, who co-starred with Monroe in the classic drama "Bus Stop." He also recorded stories from a former classmate of Monroe's at the Actors Studio in New York.

"These kinds of firsthand stories help gain insight into how Marilyn arose from Norma Jean, a stuttering girl from foster homes," explains Summer, who previously presented a series of Q&A sessions with stars including Malcolm McDowell and Elliott Gould at the Alex.

"I've always been fascinated about how does this young girl passed from pillar to post in foster homes end up as Hollywood's greatest icon, then burn out

at 36 years old?"

The evening will also feature an opening performance of a capella songs from the 1950s sung by the Beverly Bells, a singing trio from the era. A classic '50s car will be parked in the forecourt of the theater, and an exhibit of Monroe's actual dresses will be on display throughout the theater. All the fun will be emceed by local Fox TV personality Mar Yvette.

While Summer hopes to take the musical to the Annenberg Theatre in Beverly Hills and a Las Vegas residency in 2017, he is also negotiating with a Chinese consortium to bring the show to Beijing and Shanghai. But the most meaningful aspect of the entire experience for him lies in the fact that the show will help the girls currently residing at Monroe's childhood foster home, Hollygrove.

"We have agreed to give a portion of the show in perpetuity to Hollygrove and have the current girls there come see it," says Summer. "I have two amazing choreographers for the show, Ferly Prado and Victoria Gracie, and Ferly owns the website Realsuccess.com, which creates clothing for the empowerment, health and wellness of young women. The musical is funding Ferly to clothe the girls at Hollygrove for free." ■

"Marilyn!" will be performed at 8 p.m. Friday at the Alex Theatre, 216 N. Brand Blvd., Glendale. Tickets are \$45 to \$65. Call (818) 243-2539 or visit alextheatre.org. 68

## Descanso Gardens

1418 Descanso Drive, La Cañada Flintridge  
(818) 949-4200  
descansogardens.org  
Descanso's Music on the Main summer jazz concert series concludes with New West Guitar Group with Sara Gazarek at 6 p.m. for regular Descanso admission of \$9 for adults, \$6 for seniors, \$4 for children 5 to 12, free for children 4 and younger.

## Levitt Pavilion Summer Concert Series

Memorial Park  
Corner of Raymond Avenue and Walnut Street, Pasadena  
(626) 683-3230  
levittpavilionpasadena.org  
The free series features children's music by Rhythm Child at 7 p.m. The series continues Thursdays through Sundays through Aug. 21, then Fridays through Sundays thereafter through Sept. 24.

## Pasadena Bead and Design Show

Hilton Pasadena  
168 S. Los Robles Ave., Pasadena  
beadanddesign.com  
The 18th annual show features artistic beads, gemstones, one-of-a-kind jewelry, handmade designer clothing, jewelry supplies and vintage items. Numerous workshops with instruction for all skill levels run from 8 a.m. to 9 p.m. today through Sunday, and show hours are from 10 a.m. to 6 p.m. each day. Admission is \$10, good for all four days.

## Pasadena Public Library, Central Branch

285 E. Walnut St., Pasadena  
(626) 744-4066  
cityofpasadena.net/library  
Teens are invited to play laser tag from 6:30 to 8:30 p.m. Call (626) 744-4246 or email Jane Gov at jgov@cityofpasadena.net to sign up.

## Pasadena Public Library, Santa Catalina Branch

999 E. Washington Blvd., Pasadena  
(626) 744-7272  
cityofpasadena.net/library  
Noteworthy Puppets present "Sherlock Home-run: A Whodunit Musical" for kids at 3 p.m.

## Pasadena Senior Center

85 E. Holly St., Pasadena  
(626) 795-4331  
pasadenaseniorecenter.org  
Learn about the latest Alzheimer's disease research updates at 10 a.m.

## Sierra Madre Shakespeare Festival

Memorial Park  
222 W. Sierra Madre Blvd., Sierra Madre  
sierrashakes.com  
The festival presents Shakespeare's "Twelfth Night" at 7:30 p.m. tonight, Saturday and Sunday and Aug. 4, 6, 11 and 13. Free.

## Vroman's Bookstore

695 E. Colorado Blvd., Pasadena

The same concert series features classical baroque and Irish Celtic music at 7 p.m. Free.

## Kidspace Children's Museum 14

480 N. Arroyo Blvd., Pasadena  
(626) 449-9144  
kidspacemuseum.org  
Kidspace's nature specialist presents the Animal Homes Special Activity Series: Invertebrates (Bugs!), a program exploring proper pet care and housing your animal friends from 3 to 3:30 p.m., free with Kidspace admission of \$13 for children and adults, free for children younger than one year.

## Levitt Pavilion Summer Concert Series

Memorial Park  
Corner of Raymond Avenue and Walnut Street, Pasadena  
(626) 683-3230  
levittpavilionpasadena.org  
The free series features eclectic world and Americana music by David Lindley at 8 p.m. The series continues Thursdays through Sundays through Aug. 21, then Fridays through Sundays thereafter through Sept. 24.

## Old Pasadena Summer Cinema

One Colorado  
41 Hugus Alley, Pasadena  
Distant Lands  
20 S. Raymond Ave., Pasadena  
oldpasadena.org  
The film series presents "Touching the Void" at 8 p.m. at Distant Lands and "The Truman Show" at 8:30 p.m. at One Colorado. Free.

## SATURDAY

### Altadena Library

600 E. Mariposa St., Altadena  
(626) 798-0833  
altadenalibrary.org  
Artist Miriam Quezada presents "The History of the Rebozo," a versatile shawl-like garment originating in Mexico that has an interesting and diverse history. Some participants will model rebozos from Quezada's private collection, and she will show guests ways to use it. It starts at 3 p.m.

### Eaton Canyon Nature Center

1750 N. Altadena Drive, Pasadena  
(626) 398-5420  
ecnca.org  
The Center's family-friendly twilight program features a visit by The Animal Guys, a wildlife outreach team from the Wildlife Learning Center in Sylmar, who teach children about fascinating wildlife biology with the help of rescued and captive wild animals. It starts at 7 p.m. Admission is a suggested donation of \$3, free for children younger than 2.

### Flintridge Bookstore & Coffeehouse

1010 Foothill Blvd., La Cañada Flintridge  
(818) 790-0717  
flintridgebooks.com

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# ROOTS Revival

EAGLE ROCK MUSIC FESTIVAL RETURNS SATURDAY WITH ORGONE, DENGUE FEVER, LEFTOVER CUTIES, JUNGLE FIRE, BOOGALOO ASSASSINS AND MANY OTHERS

BY BLISS BOWEN

Crisia Regalado and David Aquino of Sin Color

**IN  
RS**  
D praised for few  
ce complaints



**LIFE**  
**HEAD OVER HEELS**  
Amara features unique flavors and fabulous chocolate  
p. 13



**ARTS**  
**'SIGNS' OF LIFE**  
Ken Jones finds haunting art in classic American wall ads  
p. 21

ALTADENA, ARCADIA, EAGLE ROCK, GLENDALE, LA CAÑADA, MONTROSE, SAN MARINO, SIERRA MADRE AND SO. PASADENA

FILM | THEATER | BOOKS | MUSIC | COMMUNITY | LISTINGS



**STRANGERS ON A SATURDAY NIGHT**  
ORGAN TRIO EXPERIMENTS WITH JAZZ, ROCK, POP AT EAGLE ROCK MUSIC FEST SATURDAY NIGHT

P. 25



**EXPLOSIVE ENTERTAINMENT**  
LINEAGE PERFORMING ARTS CENTER PRESENTS 'RENT' PLAYWRIGHT JONATHAN LARSON'S OTHER FAMOUS MUSICAL 'TICK, TICK...BOOM!' THIS WEEKEND

P. 29



**BEN-LEA**  
'BEN-LACK'

P. 33

## 'SIGNS' OF LIFE

**RETIRED JPL SCIENTIST KEN JONES BRINGS HIS UNIQUE PHOTOS OF CLASSIC AMERICAN WALL ADS TO THE ALTADENA LIBRARY TUESDAY NIGHT**

BY CARL KOZLOWSKI

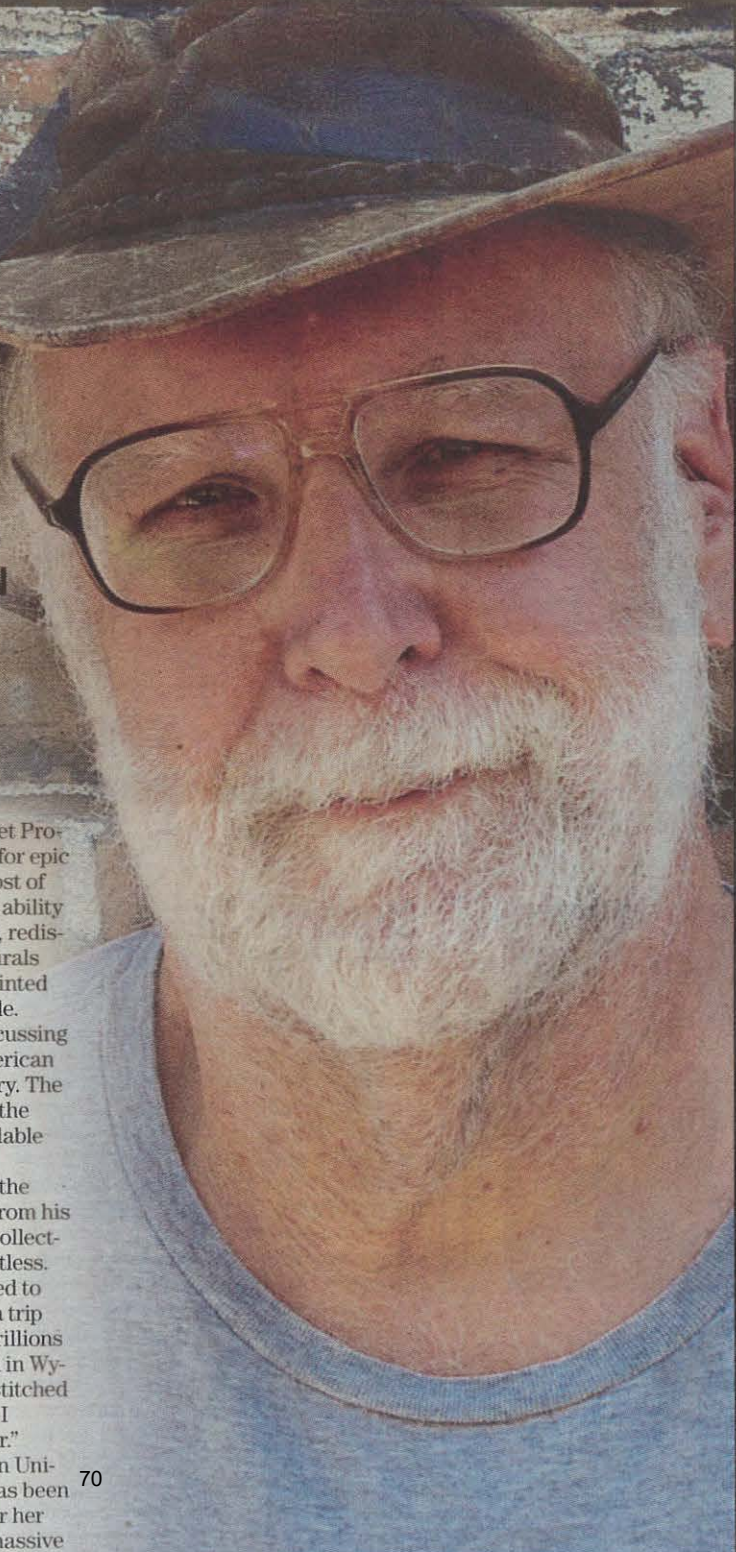
As a former member of the Viking Imaging Flight Team at NASA's Jet Propulsion Laboratory, as well as a veteran visual effects supervisor for epic movies including "Titanic" and "Contact," Ken Jones has spent most of his adult life being attuned to the fine details of unusual imagery. That ability is now serving him well during his retirement, as he travels constantly, rediscovering and photographing what he calls "ghost signs" — colorful murals from decades past that served as product advertisements and were painted directly onto the brick walls of buildings in cities and towns nationwide.

Jones will be displaying some of his most striking imagery and discussing his unique hobby on Tuesday night, when he presents the lecture "American Ghosts: Ghost Signs of the United States" at the Altadena Public Library. The exhibit will feature 24-by-36-inch prints, with six featuring signs from the Pasadena area, and six from the rest of the country, with 50 more available for individuals to peruse in a browsing bin.

The discussion should be fascinating, as Jones will reveal not only the intricate process he uses in creating his prints, but also share stories from his travels across the 48 contiguous states. With more than 7,000 images collected from 4,000 towns and cities, the possibilities for discussion are limitless.

"In 2007, I was retiring from the motion picture industry and I wanted to do photography as a hobby," says Jones, in a telephone interview from a trip to Salida, Colorado. "I looked online at landscape photos, and there's trillions already that are good. I was looking around and took a picture of a sign in Wyoming that had a picture of a dinosaur, and I always liked dinosaurs. I stitched together many photos of the sign via computer, and used a lot of things I learned working in the space industry and as a visual effects supervisor."

A longtime resident of Altadena and graduate of Caltech and Brown University, Jones started taking pictures of ghost signs in 2009, and he's has been able to incorporate his efforts into his wife's frequent business trips for her career writing proposals for aerospace companies. He has created a massive



70

### GET Y

BY JOHN SOL

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By NICK SCHOU



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August 19  
@ 8 PM



**Ashgrove Reunion**  
Sunday  
August 21  
@ 4 PM & 7 PM

ING UP

**Los Rakas**  
with Sefano Vieni  
Friday, August 26  
@ 8 PM

**CA Footwarmers**  
Sunday, August 28  
@ 7 PM



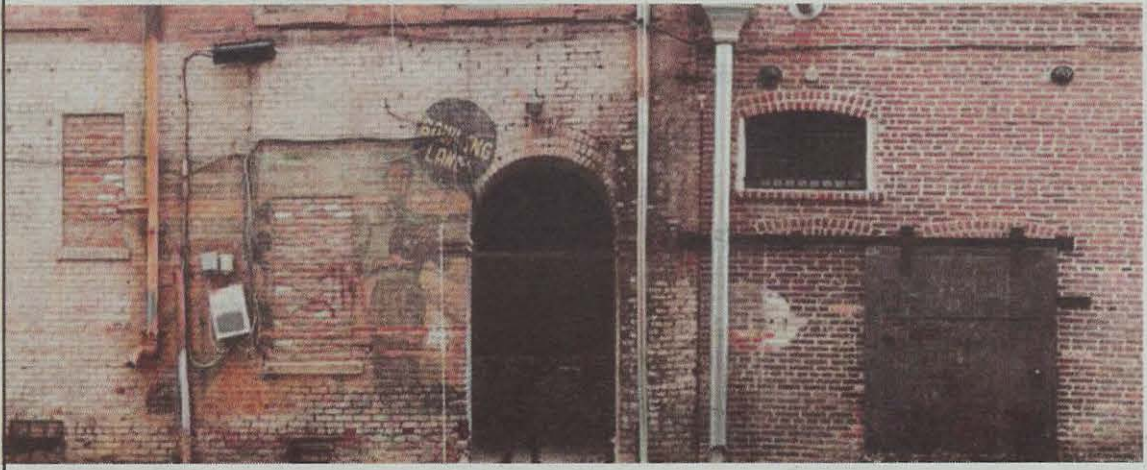
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**'SIGNS' OF LIFE**  
CONTINUED FROM PAGE 21

Jones photographs the signs in high resolution — displaying in mosaic form dozens to hundreds of individual images to produce as close to an archival version as possible. He has acquired and mosaicked almost half a million individual photos, and because many of the signs he has photographed are already gone, his work is essential to preserving a colorful part of America's cultural history.

"The ads continued to be created up to the 1980s but not as often in the final decade or so, before stopping almost completely," says Jones. "I'm not sure why. Probably wasn't cost-effective for some reason. As long as they could come up with printed hanging banners, they did so, because it's faster and cheaper.

"A lot of times billboards were placed in front of the walls," Jones continues. "I have a lot of examples of this in the exhibit and elsewhere. I will discuss why ghost signs appear 'ghostly,' how I locate and photograph the signs, and my methods for enhancing the images. I'll also discuss the pros and cons of restoring ghost signs, including examples of how things can go very wrong."

Jones notes that Pasadena has 36 ghost signs "scattered in alleys and walls," featuring ads for carriages, buggies and wagon businesses that date back over a century in some cases. He notes that the city government has not acted to either destroy or restore them, and says that one sign on East Colorado Boulevard has been painted over since he started his hobby.

The rest of the local ghost signs are in Old Pasadena, and he notes that private entities are trying to restore

many of them, but are using "modern paints that are garish and totally wrong."

There are about another 100 ghost signs scattered in downtown Los Angeles, with the majority of those for Coca-Cola, as well as cigar companies and old medicines, "including snake oils with outrageous claims on them."

Jones often initially finds the signs via the Internet, using Flickr and other photo sites, including Google Streetview, to get up-close looks at streets and alleys in far-flung towns before ever setting foot in them. After several years of his highly involved project, Jones notes that he now travels more and more frequently on his own, since the amount of time involved in getting his process done right is too lengthy for most outsiders to tolerate.

"Ultimately I have to go and drive up and down the streets and alleys in inner-city areas where many people never go," says Jones. "You have to really enjoy traveling in order to do this, and be comfortable going to places. I'm 6 foot 3, am pretty big and get along with street people pretty well. It's an adventure, but when I start up on a side trip for the first four or five days it's always an adventure and then on day five or six it becomes work." ■

Dr. Ken Jones presents "American Ghosts: Ghost Signs of the United States" at 7 p.m. Tuesday at the Altadena Public Library, 600 E. Mariposa St., Altadena. Call (626) 798-0833 or visit altadenalibrary.org. To see Dr. Jones' work on his personal website, visit drkenjones.com.

PHOTOS: Dr. Ken Jones

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## 'Signs' of Life

**Retired JPL scientist Ken Jones brings his unique photos of classic American wall ads to the Altadena library Tuesday night**

By [Carl Kozlowski](#) 08/18/2016

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As a former member of the Viking Imaging Flight Team at NASA's Jet Propulsion Laboratory, as well as a veteran visual effects supervisor for epic movies including "Titanic" and "Contact," Ken Jones has spent most of his adult life being attuned to the fine details of unusual imagery. That ability is now serving him well during his retirement, as he travels constantly, rediscovering and photographing what he calls "ghost signs" — colorful murals from decades past that served as product advertisements and were painted directly onto the brick walls of buildings in cities and towns nationwide.

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A longtime resident of Altadena and graduate of Caltech and Brown University, Jones started taking pictures of ghost signs in 2009, and he's has been able to incorporate his efforts into his wife's frequent business trips for her career writing proposals for aerospace companies. He has created a massive list of ghost signs and is always striving to fill in the holes in his list by taking fresh photos on each trip.



Ghost signs were created by artists who called themselves “wall dogs,” and used to cover almost every available brick wall in cities and towns across the United States. The ads promoted a vast array of products, particularly tobacco, soft drinks, alcohol, patent medicines, and shoes.

Jones photographs the signs in high resolution — displaying in mosaic form dozens to hundreds of individual images to produce as close to an archival version as possible. He has acquired and mosaicked almost half a million individual photos, and because many of the signs he has photographed are already gone, his work is essential to preserving a colorful part of America’s cultural history.

“The ads continued to be created up to the 1980s but not as often in the final decade or so, before stopping almost completely,” says Jones. “I’m not sure why. Probably wasn’t cost-effective for some reason. As long as they could come up with printed hanging banners, they did so, because it’s faster and cheaper.

“A lot of times billboards were placed in front of the walls,” Jones continues. “I have a lot of examples of this in the exhibit and elsewhere. I will discuss why ghost signs appear ‘ghostly,’ how I locate and photograph the signs, and my methods for enhancing the images. I’ll also discuss the pros and cons of restoring ghost signs, including examples of how things can go very wrong.”

Jones notes that Pasadena has 36 ghost signs “scattered in alleys and walls,” featuring ads for carriages, buggies and wagon businesses that date back over a century in some cases. He notes that the city government has not acted to either destroy or restore them, and says that one sign on East Colorado Boulevard has been painted over since he started his hobby.

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“Ultimately I have to go and drive up and down the streets and alleys in inner-city areas where many people never go,” says Jones. “You have to really enjoy traveling in order to do this, and be comfortable going to places. I’m 6 foot 3, am pretty big and get along with street people pretty well. It’s an adventure, but when I start up on a side trip for the first four or five days it’s always an adventure and then on day five or six it becomes work.” n

*Dr. Ken Jones presents “American Ghosts: Ghost Signs of the United States” at 7 p.m. Tuesday at the Altadena Public Library, 600 E. Mariposa St., Altadena. Call (626) 798-0833 or visit [altadenalibrary.org](http://altadenalibrary.org). To see Dr. Jones’ work on his personal website, visit [drkenjones.com](http://drkenjones.com).*

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August 18, 2016



# BUZZ

PASADENA  
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**MOONLIGHT MOVIES**  
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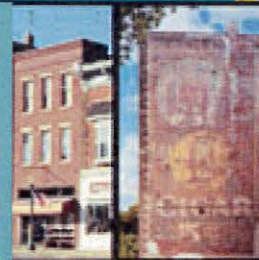
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### 'Signs' of Life

Retired JPL scientist Ken Jones brings his unique photos of classic American wall ads to the Altadena Library Tuesday night



### Roots Revival

Eagle Rock Music Festival revives its mission and music Saturday with Orgone, Dengue Fever, Leftover Cuties, Jungle Fire, Boogaloo Assassins and many others



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### Lecture - American Ghosts: Ghost Signs of the United States with Dr. Ken Jones

Tuesday, August 23, 2016 at 7:00 p.m.

**Cost:** Free  
**Sponsor:** Altadena Library District  
For more information call: [626-798-0833](tel:626-798-0833)  
Or click here:  
[www.altadenalibrary.org](http://www.altadenalibrary.org)

Painted by people who called themselves "Wall Dogs", ghost signs, or painted brick ads, once covered almost every available brick wall in cities and towns across the United States. They advertised tobacco, soft drinks, alcohol, patent medicines, shoes - anything and everything. Starting in 2009, Dr. Ken Jones has photographed over 7000 ghost signs in over 4000 cities and towns in 48 states. He photographs the signs in "high resolution" - mosaicking dozens to hundreds of individual images to produce as close to an archival version as possible. He has acquired and mosaicked almost half-a-million individual photos. Many of the signs he has photographed are already gone - painted over, demolished, covered by new construction, or "restored." Dr. Jones, a graduate of Caltech and Brown University, is a long time Altadena resident. In the 1970's, he was a member of the Viking Imaging Flight Team at JPL. He was awarded the NASA Public Service award for his work on Viking Lander data. In 1979, he entered the motion picture industry, working as a Visual Effects Supervisor with credits on films such as Titanic, The Parent Trap, Frida, and Contact. Dr. Jones will discuss why ghost signs appear "ghostly", how he locates and photographs the signs, and his methods for enhancing the images. He will show examples of some of the more provocative signs and products, such as "Dr. Pierce's Favorite Prescription - Cures Weak Women." He will also discuss the pros and cons of "restoring" ghost signs, including examples of how things can go very wrong.

#### Venue

Altadena Library District  
600 E. Mariposa St.  
Altadena,

Large Map

